

Mayoral Vehicle Policy

Objective

Compliance with the Local Government Act 1995 and comparable local government policies.

Scope

This policy is relevant to the Mayor.

Policy Statement

Under the *Local Government Act 1995* (the Act) the Council is required to determine the amount of allowances members are entitled to receive within prescribed limits (set out in the *Local Government (Administration) Regulations 1996*).

The amount of these allowances will be reviewed each year by Council as part of the annual budget endorsement process and the revised amount will then be set by a resolution of Council made by an absolute majority.

The Mayor of the City is required to perform a number of functions in the fulfilment of their civic duties.

The Council may decide to provide the Mayor with a vehicle for use in the performance of those Mayoral duties.

Provision of a Mayoral vehicle is to enable the Mayor to effectively fulfil the Mayoral duties, should the Mayor elect to have the benefit of a City of Albany vehicle.

The provision of a Mayoral Vehicle:

- Is to be in lieu of travel / mileage claims otherwise claimable by the Mayor for use of their personal vehicle. The Mayor could alternatively choose to use a private vehicle and claim travel expenses for that personal vehicle;
- Can be for reasonable personal or private purposes (but not for any private commercial purpose), and only on the basis that the cost of that private use component is fully payable by the Mayor;
- Will not occur at the reduction of the fees, allowances and reimbursements (other than the travel/mileage claims) otherwise ordinarily payable to the Mayor as approved by Council in accordance with the relevant provisions of the Act; and
- Will be administered in accordance with the City of Albany Fleet Management Policy and procedures.

Legislative and Strategic Context

Legislation and policy, which applies to this policy:

- Local Government Act 1995
- Local Government (Administration) Regulations 1996
- Annual Budget

This policy relates to the following elements of the City of Albany Strategic Community Plan:

- **Pillar:** Leadership.
- **Outcome:** Strong workplace culture and performance.

Review

This policy is to be reviewed after a general Local Government election, or earlier if Council considers it necessary.

Document Approval			
Document Development Officer:		Document Owner:	
Manager Finance (MF)		Executive Director Corporate & Commercial Services	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Document Reference Number:	NP22141671		
Status of Document:	Council decision: Adopted and reviewed.		
Quality Assurance:	Chief Executive Officer, Executive Management Team, Council Committee, and Council.		
Distribution:	Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	MGR	Adopted by Council on 11/10/2011.	1/9/2011
2.0	MGR	Author: Manager Governance & Risk (MGR) Adopted by Council on 26/11/2013 Resolution CSF040, modified policy to ensure compliance with DLG Circular No 9-2011 and comparable local government policies. Synergy Ref: NP1120004.	26/11/2013
3.0	MGR	Review Reference: OCM 23/05/2017 Resolution CCCS028. Synergy Ref: NP1766755.	14/06/2017
3.1	MF	Review Reference: OCM 14/12/2021 Resolution AR102. Synergy Ref NP22141671. _Amended so that private use of Mayoral Vehicle will be administered in accordance with the City of Albany Fleet Management Policy and procedures.	24/11/2021
3.2	MGR	Reviewed annually with delegations in 2022 and 2023. OCM 28/03/2023 Resolution AR131.	19/07/2023