

## Mayoral Vehicle Policy

### Objective

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

### 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.

#### A. 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) but the cost of that private use will be reimbursed by the Mayor to the City of Albany;
- 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 any related City of Albany fleet management policy and or procedures.

#### B. Private Use of Mayoral Vehicle:

Calculation of the private use component of the Mayoral vehicle cost (and subsequent reimbursement amount) is determined as follows:

- A logbook is to be kept of all use of the vehicle for a minimum period of three months;
- At the conclusion of that period the percentage of private and official use will be calculated;
- The percentage of total vehicle costs (as determined by the City of Albany fleet management policy or procedures) associated with private use of the Mayoral vehicle is to be reimbursed by the Mayor.

### Scope

This policy is relevant to the Mayor.

## Legislation and Strategic Context

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

## Review

This policy to be reviewed after each ordinary election of Council.

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1.0	MGR	Adopted by Council on 11/10/2011.	1/9/2011
2.0	MGR	Adopted by Council on 26/11/2013. That Council RESCIND the current policy and ADOPT the revised Mayoral Vehicle Policy. Report Item CSF040. Modified to ensure compliance with DLG Circular No 9-2011 and comparable local government policies. NP1120004	26/11/2013
3.0	MGR	Review Reference: OCM 23/05/2017 Resolution CCCS028.	14/06/2017