

Policy Name	Mayor's Work Entitlements
Policy Type	Elected Members
Policy Number	EM07
Version	3
Approval Date	January 2019
Renewal Date	January 2022



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SUMMARY

The Purpose of this policy is to:

1. Ensure that the Mayor has the facilities and equipment required to perform his/her duties; and
2. Make clear how these facilities and equipment are to be used.

POLICY STATEMENT

OFFICE SPACE

The Mayor will have access to office space both at the West Daly Regional Council Office in Darwin and the Council office of their home community. The office space will be equipped with access to a telephone, computer, printer, internet and email facilities.

MOBILE PHONE

The Mayor will have a mobile phone with limited private use. "Limited Private Use" means the use of the phone is predominately used for work purposes. The Mayor will be required to reimburse the Council all excessive or obviously personal use (for example: premium rate telephone calls and credit services). In Lieu of a mobile phone provided by Council, the Mayor can choose to be paid an allowance in accordance with Council's Policy - HR24 Telephone, Internet, Computer and Social Media Useage Policy.

MOTOR VEHICLE

The Mayor will have full private use of a council vehicle, in line with the Council Vehicle Policy and Rules. "Full Private Use" means year-round access to the vehicle. The

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Mayor can use the vehicle in the Northern Territory, whether on official council business or not.

The Mayor's spouse can also drive the car and must also follow Council Vehicle Policy and Rules.

A copy of the Mayor's and the Mayor's spouse current drivers licenses must be kept on the Mayor's personnel file.

The Mayor must immediately advise the CEO if the Mayor or the Mayor's spouse have their license suspended. In the event that either person's license is suspended then that person must not at any time drive the vehicle.

West Daly Regional Council will pay all vehicle operating expenses (ie: fuel, oil, comprehensive insurance, registration, repairs and servicing) in relation to the Council provided vehicle.

The Mayor will at all times, maintain, service and clean the car in an appropriate manner. At the end of his/her term, the Mayor will return the car in good order to West Daly Regional Council.

DISCIPLINARY ACTION

Failure to comply with this policy is deemed a disciplinary matter and will be dealt with under the Local Government Act and Council's disciplinary procedures.

TERMINOLOGY AND REFERENCES

REFERENCES

Local Government Industry Awards

Local Government Act

FURTHER INFORMATION:

Chief Executive Officer