

MAYOR'S WORK ENTITLEMENTS POLICY

GOV_PLCY07

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Policy Type:	Governance		
Policy Owner:	Council		
Policy Custodian:	Executive Manager		
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Purpose

This policy outlines the facilities and resources that will be provided to the Mayor of the West Daly Regional Council to enable them to carry out their role efficiently and effectively, and in accordance with the legislative requirements.

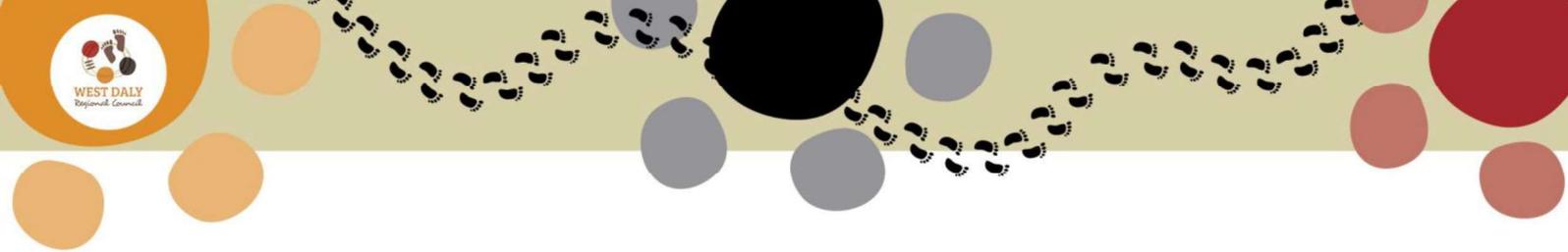
Scope

This policy applies to the Mayor of the West Daly Regional Council, and to Council staff with responsibilities for implementing this policy.

Policy Statement

1. Policy Principles

- 1.1. The Mayor will be provided with adequate and reasonable facilities and resources to enable them to carry out their role under the *Local Government Act 2019*.
- 1.2. Facilities and resources will be provided to the Mayor in a manner that complies with the legislative and regulatory requirements, that is transparent and accountable, and that meets the expectations of the community.
- 1.3. Equipment, facilities, and other resources supplied to the Mayor under this Policy, will be compatible with and of the same standard as other Council equipment and services.
- 1.4. All equipment and resources provided to the Mayor under this policy, remain the property of Council. Upon ceasing to hold the position of the Mayor, use of all equipment and facilities must cease immediately. Equipment and facilities must be returned to Council no later than 14 days from the date the Mayor ceases to hold office, or such other time frame as may be specified by the CEO.



- 1.5. Facilities and equipment provided to the Mayor are not to be converted or modified in any way and may only be used for carrying out official duties and responsibilities.
- 1.6. The Mayor's use of Council provided facilities and resources must at all times comply with the Code of Conduct.

2. Provisions for Mayoral Allowances and Benefits

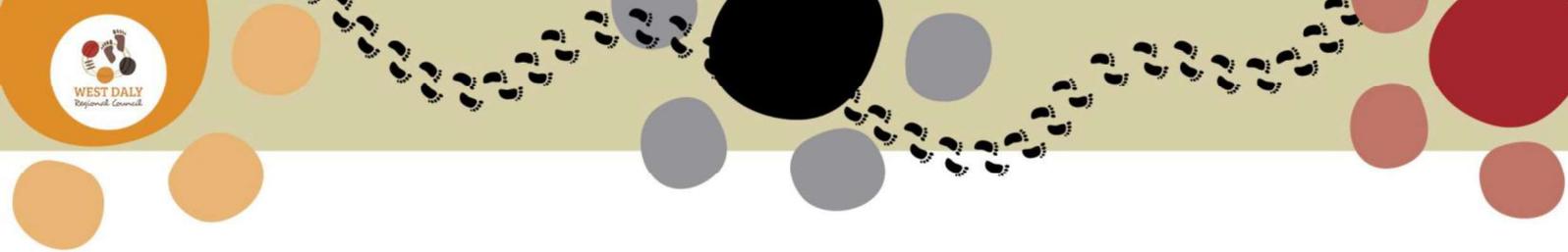
- 2.1. Council must ensure sufficient allocation in the annual budget for the provision of the Mayoral Allowance/s and any associated insurances.
- 2.2. Expenditure on these allowance/s will be reported in Council's monthly and annual financial reports.

3. Office Space, Computers and Equipment

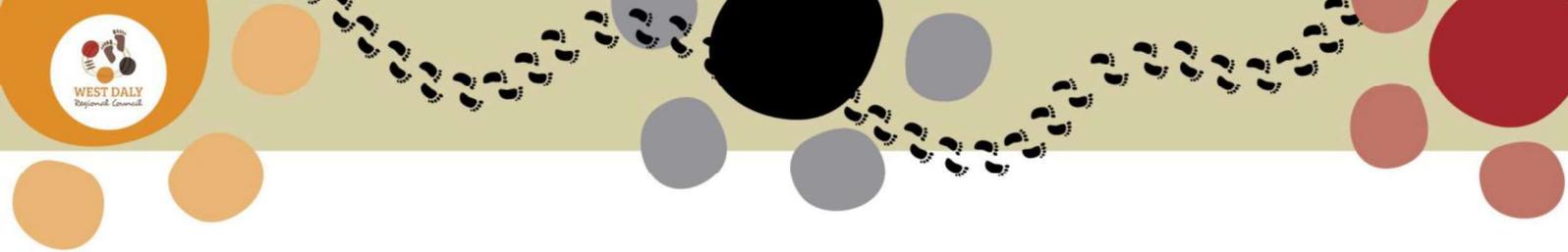
- 3.1. The Mayor will have access to a hot desk at the West Daly Regional Council Office in Darwin and the Council office of their home community.
- 3.2. The hot desk will be equipped with access to a telephone, computer and internet facilities.
- 3.3. The hot desk will not be exclusive to the Mayor and will be a shared workspace when the Mayor is not in the Darwin or the Community office.
- 3.4. The Mayor may, at the CEOs discretion, be provided with a laptop, phone and computer equipment required to enable them to undertake their official duties.
- 3.5. The Mayor will be provided with a dedicated email address for the purpose of attending to Council business and performing official duties in their role. When communicating via the Council provided email account, the Mayor must adhere to all relevant legislation and Council's policies and procedures, including the Code of Conduct.
- 3.6. The Mayor will not be provided with an allowance or able to claim reimbursement for IT Support or maintenance of equipment that is not supplied by Council. Council will not provide IT support or maintenance for any equipment or services that are not a Council asset.

4. Motor Vehicle

- 4.1. The Mayor is entitled to exclusive use of a motor vehicle for personal and private use, purchased through public monies.
- 4.2. In the context of this policy "personal and private use" means year-round access to the vehicle. The Mayor can use the vehicle in the Northern Territory, whether on official council business or not. This includes private use within the Northern Territory during leave approved by Council.
- 4.3. Daily running costs of the Mayors vehicle including petrol, maintenance and insurance of the vehicle will be covered by the Council.
- 4.4. The Mayor must ensure that scheduled servicing of the motor vehicle is maintained in accordance with manufacturer's recommendations. It is the Mayors responsibility to ensure that any service bookings are coordinated through Council who will coordinate a suitable time for the car to be booked in.



- 4.5. The CEO will determine the type of vehicle required for the Mayor.
- 4.6. In lieu of a Council provided vehicle, the Northern Territory Remuneration Tribunal has determined that Council will pay the Mayor a private vehicle allowance paid in fortnightly instalments, recognising the high cost of maintaining vehicles in remote areas of the Northern Territory.
- 4.7. All Council motor vehicles are to be driven responsibly, complying with the *Traffic Act (NT) 1987* and associated rules or regulations which are to be observed at all times.
- 4.8. The Mayors vehicle is to be driven only on Northern Territory roads and not used for off road purposes.
- 4.9. As part of “personal and private use”, the Mayors vehicle is not to be equipped with a weapon or be used for hunting purposes.
- 4.10. The designated driver of the motor vehicle is the Mayor, who must hold a current driver’s license. As Council owns the motor vehicle, the Mayor is the only approved driver of the vehicle.
- 4.11. The Mayor may request the CEO to approve an additional driver, this will be handled on a case-by-case basis and is the CEO’s total discretion to approve or not.
- 4.12. The CEO has authority to confiscate and/or suspend the use of the Mayors vehicle indefinitely should there be any reports of ‘illegal use’, dangerous, criminal or inappropriate use or misuse of the vehicle where the Mayor has not used the motor vehicle appropriately. The CEO is to report to Council of the confiscation or suspension.
- 4.13. The Mayor must immediately advise the CEO if the Mayor has their license suspended. In the event that the license is suspended then the Mayor must not at any time drive the vehicle.
- 4.14. A copy of the Mayor’s current drivers licenses must be kept on the Mayor’s personnel file and updated yearly or on expiration.
- 4.15. The Mayor is prohibited from driving under the influence of any illegal drug or intoxicating liquor in excess of the prescribed limit.
- 4.16. In terms of driver fatigue, it is the responsibility of the Mayor to ensure they take appropriate steps to combat the effects of fatigue due to extended driving periods (i.e. regular rest stops).
- 4.17. The vehicle and its use will be subject to Council’s Motor Vehicle Policy.
- 4.18. Use of the vehicle for interstate travel for official Council business may be permitted and only with the approval from Council before travel commences.
- 4.19. The Mayor will at all times ensure that the vehicle is kept in a clean condition and apply due care and caution when driving the motor vehicle.
- 4.20. The Council will not pay for any repairs or maintenance that are deemed by the CEO to be due to neglect or misuse of the motor vehicle. These repairs will be paid for by the Mayor.
- 4.21. For serious matters regarding the Mayors motor vehicle, Council will be presented with the facts in order to make a decision based on the recommendations of the CEO.



- 4.22. In the event of a dispute in relation to a decision or action by the CEO under this policy, the Mayor may by written request to the CEO, request the review and determination of the disputed matter in accordance with Council’s Grievance Resolution Procedure.
- 4.23. If the Mayor’s vehicle is involved in an accident the Mayor must report the accident to the CEO at the earliest opportunity and to provide full details of the incident by completing the necessary paperwork including an incident report.

5. Breach of Policy

- 5.1. The Mayor is responsible for adhering to the provisions of this policy. A breach of this policy may constitute a breach of the Code of Conduct and will be handled in accordance with the provisions of the Breach of Code of Conduct Policy.

6. Responsibilities

- 6.1. The Mayor is responsible for complying with this policy.
- 6.2. The CEO is responsible for ensuring the Mayor is provided with the facilities and resources outlined in this policy.

References	
Legislation	<i>Local Government Act 2019 (NT)</i> <i>Local Government (General) Regulations 2021 (NT)</i> <i>Traffic Act (NT) 1987</i>
Policies	<i>WHS01 Motor Vehicle Policy</i> <i>GOV02 Breach of Code of Conduct Policy</i> <i>GOV05 Allowances and Expenses Policy</i>
Procedures	<i>Grievance Resolution Procedure</i>
Forms	<i>Incident Reporting Form</i>
Other documents	<i>The Northern Territory of Australia Remuneration Tribunal’s Determination of Allowances for Members of Local Council</i>

Definitions

In the context of this policy, the following definitions apply:

Term	Definition
Breach	means an act of breaking or failing to observe a law agreement or code of conduct.
Council	refers to the West Daly Regional Council



Review History

Version Number	Approval Date	Policy Number	Policy Name	Resolution	Doc ID
V1.0	29/09/2021	EM07	Mayor's Work Entitlements Policy	087/2021	27123
V2.0	17/03/2022	GOV07	Mayor's Work Entitlements Policy	030/2022	27124
V3.0	28/06/2023	GOV07	Mayor's Work Entitlements Policy	051/2023	27122
V3.1	17/02/2026	GOV_PLCY07	Mayor's Work Entitlements Policy	OCM-2026/8	27139

Endorsement

Signature:	 <small>John Thomas (Feb 23, 2026 16:19:19 GMT+9,5)</small>
Date:	23/02/2026
Name and Position:	John Thomas, Chief Executive Officer