

Deputy Mayor Position Policy

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RESPONSIBLE EXECUTIVE	General Manager Corporate Services
POLICY OWNER	Manager Governance

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1. Purpose of the Policy

The purpose of this Policy is to provide a consistent set of guidelines for Council in relation to the duties of the Deputy Mayor.

2. Scope

This Policy applies to the Deputy Mayor as elected in accordance with Council's Meeting Procedures Local Law.

3. Responsible Executive

General Manager, Corporate Services

4. Policy owner

Manager Governance

5. Related Documents

Local Government Act 1989

Meeting Procedures Local Law

6. Delegation Authority

Not applicable.

7. Policy Statement

It is at the discretion of Council whether to elect a Councillor to the position of Deputy Mayor. As the position of Deputy Mayor is not recognised in the Local Government Act 1989 (the Act), this Policy provides important guidance on the duties and functions of the position.

8. Policy Details

9.1 Election of a Deputy Mayor

Election of a Deputy Mayor is in accordance with the specified procedures contained in the Meeting Procedures Local Law (the Local Law).

A Deputy Mayor is not a required position under the Act or the Local Law. It is optional to the Council of the day.

The Deputy Mayor's term of office is to be consistent with the incumbent Mayor's term.

9.2 Role of the Deputy Mayor

The predominant role of the Deputy Mayor is to support the Mayor as required during his/her mayoral term.

The Deputy Mayor role is subordinate to the role of the Mayor and any duties or functions carried out by the Deputy Mayor must be in accordance with this Policy.

9.3 Duties and Functions

In order to support the Mayor, the role of the Deputy Mayor is to:

- Chair Ordinary, Special and Planning Committee Meetings in the absence of the Mayor in accordance with the Local Law;
- Chair Councillor Information Session (CIS) meetings in the absence of the Mayor;
- Chair public meetings in the absence of the Mayor except when the Mayor exercises his/her discretion to ask a ward councillor to deputise on such occasions;
- Attend civic, social and other ceremonies/engagements at the request of the Mayor on the Mayor's behalf except when the Mayor exercises his/her discretion to ask a ward councillor to deputise on such occasions;
- Lead Council deputations upon request of the Mayor except when the Mayor exercises his/her discretion to ask a ward councillor to deputise on such occasions;
- Preside at Citizenship Ceremonies in the absence of the Mayor.

9. Decision Guidelines

Any variance to this Policy must be by resolution of Council.

10. Review

This Policy will be reviewed following a Council election or as required.