

Name:	Appointment of Deputy Mayor		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance		
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## 1 PURPOSE

The purpose of this policy is to ensure a consistent and transparent approach is followed in appointing a Deputy Mayor of the City of Palmerston.

## 2 PRINCIPLES

Council must be closely connected to its community, working in partnership to deliver what is needed to support people's lives. In doing so, Council is actively pursuing its communities' trust, through being open, accessible, and accountable.

The City of Palmerston acknowledges that the Mayor will, at various times, be absent from duties and is good governance to appoint a Deputy Mayor to act in the role as required.

## 3 DEFINITIONS

*For the purposes of this Policy, the following definitions apply:*

Term	Definition
Elected Members	Means the individuals holding the office of a member of the City of Palmerston
Deputy Mayor	Means the Elected Member appointed by the Council to the office of Deputy Mayor
Civic and ceremonial functions	Refers to official events held such as Citizenship Ceremonies, Australia Day, Community Awards, ANZAC Day Ceremonial events and official Council openings and launches

## 4 POLICY STATEMENT

- 4.1 Appointment of Deputy Mayor
- 4.1.1 Council has resolved to appoint a Deputy Mayor to act in the role as Mayor when the Mayor is absent from duties.
- 4.1.2 The term of office for Deputy Mayor is five months, with the incumbent eligible to renominate.
- 4.1.3 Appointment will be conducted at an Ordinary Council Meeting, prior to the expiry of the current term.
- 4.1.4 Nominations for the Deputy Mayor will be sought by a show of hands, unless otherwise determined by Council.
- 4.1.5 It is not a conflict of interest for a Member to vote for themselves.
- 4.1.6 Any appointment as Deputy Mayor will expire at the end of the Council term.

#### 4.2 Role of Deputy Mayor

The *Local Government Act* (the Act) establishes the statutory responsibilities for the position of Deputy Mayor. In addition, Council has an expectation that the Deputy Mayor shall:

- Where appropriate be the alternative to represent the Mayor
- Be available to attend to official duties when Acting Mayor
- Attend civic and ceremonial functions and receptions

#### 4.3 Allowance of Deputy Mayor

Allowance will be in accordance with the *Local Government Guidelines - allowances for council members* and paid in accordance with Council Policy *Elected Members Benefits and Support*.

## 5 ASSOCIATED DOCUMENTS

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- 5.1 *City of Palmerston Community Plan*
- 5.2 *Code of Conduct Elected Members*
- 5.3 *Council Policy - Elected Members Benefits and Support*

## 6 REFERENCES AND RELATED LEGISLATION

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- 6.1 *Local Government Act*
- 6.2 *Local Government Guidelines*
- 6.3 *Local Government Regulations*
- 6.4 *Palmerston By-Laws*