

NOTICE OF MEETING

Pursuant to the provisions of section 88 (1) of the
Local Government Act 1999

The Governance Advisory Panel of the



**Adelaide
Plains
Council**

will be held in

**Council Chambers
Old Port Wakefield Road
Two Wells**

on

Tuesday, 24 January 2017 at 11:00 AM

Sheree Schenk

ACTING CHIEF EXECUTIVE OFFICER

AGENDA

1. PRESENT

2. APOLOGIES

Hon. Graham Gunn, Independent Member (Chairperson)

3. CONFIRMATION OF MINUTES

3.1 Nil

4. BUSINESS ARISING

5. DECLARATION OF MEMBERS' INTEREST

6. REPORTS FOR DECISION

6.1 Policy Review – Council Members Allowances and Benefits Policy

7. CONFIDENTIAL ITEMS

7.1 Rubble Crushing Carslake Road

8. CLOSURE



**Adelaide
Plains
Council**

6. REPORTS FOR DECISION

TUESDAY 24 January 2017

Items:

- 6.1 Policy Review – Council Members Allowances and Benefits Policy

 Adelaide Plains Council	6.1 Policy Review – Council Members Allowances and Benefits Policy
	Container No: CON16/8 Document No: D17/917
Report Date: 24 January 2017	Prepared by: General Manager – Governance and Communications
Corporate Objective:	5.1.3 Ensure governance and operational policies, procedures and activities align with organisational, legislative requirements and best practice.

Purpose:	For the Governance Advisory Panel to review, comment on and recommend any changes to Council relating to the Council Members Allowances and Benefits Policy.
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Recommendation 1:	“that the Panel, having considered Item 6.1 – <i>Policy Review – Council Members Allowances and Benefits Policy</i> dated 24 January 2017, receive and note the report.”
Recommendation 2:	“that the Panel recommends to Council that the Council adopt the Council Members Allowances and Benefits Policy as presented as Attachment 1 to this Report to the Panel.” OR “that the Panel recommends to Council that the Council adopt the Council Members Allowances and Benefits Policy (Attachment 1 to this Report to the Panel) subject to the following amendments:- <ul style="list-style-type: none"> • [Details to be inserted at meeting of Panel].”

Impact Summary

Organisational and Governance

Financial	Nil
Legislation	<i>Local Government Act 1999</i> <i>Local Government (Members Allowances and Benefits) Regulations 2010</i>
Risk	The Local Government Association of South Australia provides that councils must have in place a Council Members Allowances and Benefits Policy. This is therefore a mandatory policy.
Consultation	Norman Waterhouse Lawyers
Asset Management Plans	Nil
Service Standards	Will strengthen Council's governance role, financial position, teamwork and performance, thereby improving service standards.

Background

Attached to this report is the current 'Council Members Allowances and Benefits Policy' (**Attachment 1**). This policy has a complex history, having been the subject of several reports to Council. It was most recently considered by the Panel at its meeting on 13 April 2016, and Council endorsed the Panel's recommendation to adopt the revised policy at its meeting on 18 April 2016.

Panel Members are advised that a further minor change was made (in May 2016) to clause 4.2 that involved removing reference to the current figures and replacing them with the link to the Remuneration Tribunal. The rationale was to simply eliminate the need for reviews that may otherwise not be necessary.

There has also been considerable discussion surrounding the inclusion of the Mayor Travel Log Form (Attachment A to the policy). This form was initially added to the policy to ensure transparency, accountability and good governance. Its purpose was for the Mayor to keep an accurate record of kilometres travelled by completing and signing the Travel Log related to the use of the Council Fuel Card. The Panel may recall that its review of the policy in April 2016 included the adoption of the Mayor Travel Log Form, and this was endorsed by Council.

This report provides a detailed history of the policy together with some more recently suggested amendments as raised by Council Members.

The Panel is asked to consider the attached policy (which contains some minor amendments/updates, for example, the change to the determination of the rate of reimbursement (previously prescribed by the *Income Tax Assessment Act 1936* and now by the Australian Taxation Office), and make any recommendations that it believes are necessary.

Discussion

History

An updated detailed history regarding the Council Members Allowances and Benefits Policy is outlined below:-

- **23 March 2015** – Item 17.3 – 'Mayor Travel Expenses'
 - Report was presented to Council recommending that the Mayor be provided with a Fuel Card (instead of submitting reimbursement forms).
 - Resolution 2015/088 – Council resolved to support the provision of a Fuel Card to the position of Mayor, and that this change of practice be reflected in the Council Members Allowances and Benefits Policy effective from the provision of the Fuel Card.

- Resolution 2015/089 – it was further resolved that a travel log be kept by the Mayor for the use of the Council Fuel Card.
- **23 March 2015** – Item 17.4 – ‘Further Review of Council Members Allowances and Benefits Policy’
 - A report to review the policy was presented to Council; however Council resolved to lay the motion on the table until further information was provided (Resolution 2015/091).
- **13 April 2015** – Item 17.4 – ‘Additional Review of Council Members Allowances and Benefits Policy’
 - Resolution 2015/105 – Council resolved that the motion be taken from the table and the report from 23 March 2015 was re-considered.
 - Resolution 2015/106 – updated Council Members Allowances and Benefits Policy was endorsed by Council. This review included reference to the provision of the Council Fuel Card to the Mayor (clause 4.7) but no mention of the Mayor Travel Log as per resolution 2015/089.
 - Council had a monthly record of the Mayor’s Council Business Meetings attended which outlined the date and description of meetings, however this did not contain a record of the actual kilometres travelled.
- **13 April 2016** – Considered by the Governance Advisory Panel
 - GAP Resolution 2016/007 – recommendation made to Council to adopt the revised Policy, which included the addition of the Mayor Travel Log Form (to satisfy previous resolution of Council).
- **18 April 2016** – Council endorsed the GAP’s recommendation (Resolution 2016/128).
- **16 May 2016** – Council made a minor amendment to clause 4.2 by removing reference to figures as prescribed by the Remuneration Tribunal.

Current Policy Position

Since the aforementioned reviews, some issues/concerns with the current policy have been raised. These are discussed below.

1. Payment of Allowances – Section 76 of the *Local Government Act*

Currently Council Members are paid on a quarterly basis in advance. The Panel is asked to consider the timing of payments in accordance with Regulation 4 of the *Local Government (Members Allowances and Benefits) Regulations 2010*. The Panel may wish to consider whether Council Members are paid monthly (either in advance or arrears), or some other arrangement.

2. Reimbursement of Travel Expenses – Clause 4.5

This clause relates to the reimbursement of travel expenses incurred by Council Members in performing their official functions and duties. It also imposes conditions on the reimbursement of such expenses.

Council Members have raised concerns in relation to the maximum reimbursement of 50km per return journey. For some members, their attendance at various meetings, for example meetings held pursuant to Section 43 of the *Local Government Act*, results in a return journey exceeding the 50km maximum that they are entitled to be reimbursed.

The Panel will note that this clause emphasises the restriction on reimbursement of travel expenses to travel incurred “as a consequence of attendance at a *function or activity on the business of Council*”. This therefore does not include the attendance at meetings of community groups or organisations when fulfilling their role of a local representative, and not as a Member of the Board of any such community group or organisation. Members are also not entitled to reimbursement where they are attending an event as an “interested party”. This has been further clarified in the attached revised policy.

3. Mayor Travel Log Form – Fuel Card

The Mayor Travel Log Form (Attachment A to the Policy) sets out details of the Mayor’s use of the Council issued Fuel Card.

As outlined above, the Mayor Travel Log Form has been a major discussion point in the Chamber over the past two years. This form was implemented following Council’s resolution in March 2015 to provide the Mayor with a Fuel Card and the subsequent resolution that “the Mayor maintain a monthly log of journeys undertaken for Council business as Mayor.” It appears that the intention was to capture the kilometres travelled by the Mayor in order to ensure accountability, transparency and accuracy across the organisation, in light of the provision of the Fuel Card (and removal of the requirement for the Mayor to submit monthly claims for reimbursement).

However, some concerns have since been raised by Council Members in relation to the purpose of form and the requirement to record the Mayor’s use of the Fuel Card on a journey-by-journey basis. The Panel is advised that the Mayor currently provides a monthly report to Council with details of various meetings attended and/or discussions held. This report does not, however, provide detailed information regarding locations and/or kilometres travelled.

Summary

In light of the above, the Panel is asked to consider the Council Members Allowances and Benefits Policy and make any necessary recommendations to Council.

Attachment 1
to report
6.1 Policy Review – Council Members Allowances and Benefits Policy
dated 24 January 2017

Council Members Allowances and Benefits Policy

	Council Members Allowances and Benefits Policy	
	Version Adoption by Council: 16 May 2016 Resolution Number: 2016/150 Current Version: V3.1	
	Administered by: Chief Executive Officer	Last Review Date: 2016 Next Review Date: 2018
TRIM CON: 12/543 DOC ID: D16/17979	Strategic Outcome 5.1: Effective governance, leadership and teamwork.	

1. Objective

This Policy has been adopted to accommodate Section 77(1)(b) of the *Local Government Act 1999* ('the Act'), by specifying the types of expenses that will be reimbursed without the need for specific approval of Council each time a claim is made. It will outline the process for Council Members to obtain reimbursement of those expenses.

Council Members are paid an allowance for performing and discharging their functions and duties as a Member of the Council. The role of a Council Member is:

- (i) to participate in the deliberations and civic activities of Council;
- (ii) to keep Councils objectives and policies under review to ensure that they are appropriate and effective; and
- (iii) to keep Councils resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review.

The allowance paid to Council Members under Section 76 of the Act is prescribed by the Remuneration Tribunal.

2. Scope

This Policy will cover the payment of an annual allowance to Council Members, the provision of facilities and support and the basis on which these are made available to Council Members.

This Policy summarises the provisions of the Act and Regulations in respect to Council Members allowances, the provision of facilities and support, reimbursement of the different types of expenses, the circumstances in which those expenses will be or can be reimbursed and what benefits Council Members receive that must be recorded for the purposes of maintaining the Register of Allowances and Benefits.

3. Policy Statement

Council will ensure that payment of Council Member allowances, the reimbursement of expenses, and the provision of facilities and support is accountable and transparent, and in

accordance with the *Local Government (Members Allowances and Benefits) Regulations 2010* ('the Regulations').

This Policy is underpinned by the following principles:

- Council Members should not be out-of-pocket as a result of performing and discharging their Council functions and duties;
- to assist Council Members in performing or discharging their official functions and duties they are entitled to be provided with a range of necessary facilities and support and to be reimbursed for expenses as specified in this Policy;
- any reimbursements claimed by Council Members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties, which will be assessed according to the role of a Council Member under the *Act*;
- Council encourages continued relevant professional training and development for Council Members. This is seen as being imperative and necessary in terms of good governance and to the improved performance of their functions and duties; and
- the accountability of the Council to its community for the use of public monies.

4. Specific Provisions / Responsibilities

4.1 Roles and Responsibilities

This Policy will apply to all Members of Council, who have an obligation to follow the procedures set by this Policy.

Councils Chief Executive Officer (CEO) (or delegate) has the duty to:

- maintain the Register of Allowances and Benefits;
- initiate an annual review of allowances paid to Council Members for the Councils consideration and review; and
- implementing and monitoring expense reimbursement procedures in accordance with the *Act*, *Regulations* and this Policy.

4.2 Allowances and Reimbursements

Council Members are entitled to receive an annual allowance from the Council pursuant to Section 76 of the *Act* for performing and discharging their official functions and duties.

The annual allowances for Council Members are determined by the Remuneration Tribunal of South Australia. These will be adjusted annually in accordance with legislative requirements and by the Consumer Price Index (All Groups Index for Adelaide). The current allowances can be found online at:

<http://www.remtribunal.sa.gov.au/determinations/local-government-allowances>.

An additional allowance in the form of a sitting fee is also payable for Members of Council who are presiding Members of other committees where the Member is not the Mayor or Deputy Mayor or presiding Member of a prescribed committee.

Allowances will be paid on a quarterly basis in advance pursuant to Regulation 4(2) of the Regulations.

A Council Member is entitled to decline payment of the allowance under Section 76(12) of the Act. Where a Council Member declines payment of the allowance it must be recorded in the Register of Allowances and Benefits.

There is no requirement for Council Members to provide evidence to Council of expenditure incurred in respect to the payment of the allowance.

4.3 Travel and Child / Dependent Care

In addition to the allowance paid under Section 76 of the Act, Council Members are entitled to receive reimbursement for travelling within the area of Council and child / dependant care expenses associated with attendance at Council and Council committee meetings, in accordance with Section 77(1)(a) of the Act, and Regulation 5 of the Regulations and as detailed below:

- reimbursement for travel expenses is restricted to 'eligible journeys' (as defined in Regulation 3) by the shortest or most practicable route and to that part of the journey within the Council area i.e. any travelling outside the Council area in order to attend Council or Council committee meetings is not reimbursable under Section 77(1)(a) of the Act. For reimbursement for travel outside the Council area refer to "Additional Reimbursement, Facilities and Support" below;
- where a Council Member travels by private motor vehicle, the rate of reimbursement is as prescribed [by the Australian Taxation Office and can be found at \[https://www.ato.gov.au/Business/Income-and-deductions-for-business/Business-travel-expenses/Motor-vehicle-expenses/Calculating-your-deduction/Cents-per-kilometre/#Section-82KX\\(1\\)\\(a\\)oftheIncomeTaxAssessmentAct1936\]\(https://www.ato.gov.au/Business/Income-and-deductions-for-business/Business-travel-expenses/Motor-vehicle-expenses/Calculating-your-deduction/Cents-per-kilometre/#Section-82KX\(1\)\(a\)oftheIncomeTaxAssessmentAct1936\)](https://www.ato.gov.au/Business/Income-and-deductions-for-business/Business-travel-expenses/Motor-vehicle-expenses/Calculating-your-deduction/Cents-per-kilometre/#Section-82KX(1)(a)oftheIncomeTaxAssessmentAct1936). Travel by taxi, bus or other means of public transport is reimbursed on the basis of expenses 'actually and necessarily incurred', but is still limited to 'eligible journeys' by the shortest or most practicable route and the part of the journey that is within the Council area;
- reimbursement for child / dependant care expenses actually or necessarily incurred by the Council Member as a consequence of the Council Members attendance at a meeting of Council or Council committee. Child / dependant care is not reimbursed if a relative of the Council Member who ordinarily resides with the Council Member provides the care. A definition of 'relative' is contained in Section 4 of the Act; and
- to receive reimbursement for these entitled expenses (travel and child / dependant care) each Council Member is required to complete a Councillor Travelling Claim Form and/or Councillor Dependant Care Claim Form and submit it to the Accounts Payable

Officer. For the purposes of administrative efficiency Council Members are requested to submit these forms on a monthly basis.

4.4 Additional Reimbursement, Facilities and Support

Additional prescribed expenses incurred by Council Members that are capable of being reimbursed by the Council are expenses that do not fall into the type of prescribed reimbursement outlined above, but may still be expenses incurred in performing or discharging official functions and duties.

Section 77(1)(b) of the Act provides that the Council may approve the reimbursement of additional expenses as set out in the Regulations incurred by Council Members, either on a case-by-case basis or under a policy adopted by Council.

These additional types of reimbursed expenses should also be distinguished from the payment of allowances by the fact that the allowance is paid without the Council Member needing to make a claim. They can also be distinguished from the reimbursement of entitled travel and child / dependant care expenses associated with attendance at Council and Council committee meetings upon the basis that claims for those types of expenses do not require the Council's approval, either by a resolution or under a policy because reimbursement of those expenses is specifically mandated by the Act.

Regulation 6 of the Regulations sets out the types of additional prescribed expenses that may be reimbursed under Section 77(1)(b) being:

- an expense incurred in the use of a telephone, facsimile or other telecommunications device, or in the use of a form of electronic communication, on the business of Council;
- travelling expenses incurred by the Member as a consequence of the Members attendance at a function or activity on the business of Council; and
- travelling expenses incurred by the Member in undertaking an eligible journey to the extent that those expenses are attributable to travel outside the area of the Council.

Expenses for the care of:

(i) a child of the Member; or

(ii) a dependant of the Member requiring full-time care.

- incurred by the Member as a consequence of the Members attendance at a function or activity on the business of the Council; and
- expenses incurred by the Member as a consequence of the Members attendance at a conference, seminar, training course or other similar activity which is directly or closely related to the performance or discharge of the roles and duties of a Council Member.

4.5 Travelling Expenses

Pursuant to Section 77(1)(b) of the Act the Council approves the reimbursement of a Council Member in travelling:

- to a function or activity on the business of the Council; and
- in undertaking an eligible journey to the extent those expenses are attributable to travel outside the area of the Council,
- travel related to attendance at a Council or Council Committee meeting being an “eligible journey” (as defined in Regulation 3), as it is attributable to travel outside the Council area, up to a maximum of 50 km per return journey with the exception of Regional Meetings of regional subsidiaries held pursuant to Section 43 of the Act and approved LGA training sessions;

Council Members will receive reimbursement for expenses incurred in travelling to a function or activity on Council business. The following conditions apply to these expenses:

- travel both within and outside the Council area must be incurred by the Council Member as a consequence of attendance at a function or activity on the business of Council. A ‘function or activity on the business of the Council’ includes official Council functions including Mayoral receptions, opening ceremonies, dinners, citizenship ceremonies and official visits etc; inspection of sites within the Council area which relate to Council or Committee agenda items; meetings of community groups and organisations as a Council appointed representative – but not to attend meetings of community groups or organisations when fulfilling the role of a local representative, and not as a Member of the Board of any such community group or organisation; representatives attending as the proxy will be reimbursed where the Council Member, as the appointed Member, is unable to attend, they will not be entitled to reimbursement where they are attending as an interested party;
- reimbursement is restricted to the shortest or most practicable route;
- where a Council Member travels by private motor vehicle, the rate of reimbursement is as prescribed by the Australian Taxation Office and can be found at <https://www.ato.gov.au/Business/Income-and-deductions-for-business/Business-travel-expenses/Motor-vehicle-expenses/Calculating-your-deduction/Cents-per-kilometre/> ~~in Section 82KX(1)(a) of the Income Tax Assessment Act 1936, (this clause relating to~~ (the reimbursement of expenses for travel by private motor vehicle is not applicable for any claim by the Mayor as they have been allocated a Council Fuel Card);
- car parking fees will be reimbursed (where they are a consequence of a Council Member attending a function or activity on the business of the Council); and
- travel by taxi, bus, or other means of public transport will be reimbursed on the basis of being expenses where they are incurred as a consequence of the Member’s attendance at a function or activity on the business of the Council however such travel must still be by the shortest or most practicable route.

4.6 Other Expenses

Pursuant to Section 77 (1)(b) of the Act the Council approves reimbursement of:

- expenses incurred for the care of a child of a Council Member or a dependent of the Council Member requiring full time care as a consequence of the Council Members attendance at a function or activity on the business of Council; and
- expenses incurred by the Council Member as a consequence of the Council Members attendance at a conference, seminar, training course or other similar activity that is directly or closely related to the performance or discharge of the roles or duties of the Council Member. Expenses will only be reimbursed for attendance at conferences, seminars, etc which have been approved by Council. Where attendance at the conference, seminar etc is approved for incidentals as per the Council Member Training and Development Policy.

Supporting receipts for all re-imbusement claims must be provided at least monthly to the Accounts Payable Officer in order to validate the claimed reimbursement. Claims for reimbursement provided to Council three (3) months post the date of attendance may not be accepted by Council.

4.7 Facilities and Support

The reimbursement of any other expense not covered by this Policy and prescribed in Regulation 6 must be approved by resolution of Council.

In addition to allowances and the reimbursement of expenses, Section 78 of the Act provides that Council can provide facilities and forms of support for use by its Council Members to assist them to perform or discharge their official functions and duties.

Council must consider and specifically approve the particular facility and support as necessary or expedient to the performance or discharge of all Council Members official functions or duties. In approving the provision of facilities and support Section 78 requires that any such services and facilities must be made available to all Council Members on a uniform basis, other than those facilities or support specifically provided to the Principal Member set out below. All Council Members are provided with the following:

- Ipad.

Council has resolved to make available to the Principal Member (and to any acting Principal Member appointed during the Principal Member's absence) the following additional facilities and support to assist them in performing and discharging their official functions and duties:

- Mobile telephone or a phone allowance.
- Provision of a Council Fuel Card.

4.8 Reimbursement for Private Use

Each Council Member is solely responsible for those facilities released into their care and / or control for the duration of their term in office.

All facilities must be returned to Council at the end of each term in office, upon the office of a Council Member becoming vacant, or earlier at the request of the CEO.

If the facilities provided to the Council Member are damaged or lost the Council Member must lodge a written report with the General Manager ~~Corporate & Community Services,~~ Finance and Economic Development.

The use of Council facilities, support and / or services by Council Members for campaign or election purposes is not permitted under any circumstances on the basis it is not necessary or expedient to the performance or discharge of a Council Member's official functions or duties under the Act.

4.9 Expenses and Support Requiring Council Approval

Any expenses, additional reimbursements and facilities and support not detailed in this Policy will require the specific approval of Council prior to any expense being incurred, additional reimbursements being paid, benefits being received and facilities and/or support being provided.

4.10 Claims for Reimbursement

Council Members are required to provide details of kilometres travelled and/or evidence of expenses incurred to support all reimbursements claimed.

All claims for reimbursement must be submitted to the Accounts Payable Officer on the forms provided for this purpose on a monthly basis for the purposes of maintaining the Register of Allowances and Benefits.

Reimbursement of expenses will only be paid to a Council Member upon presentation of the form and adequate evidence supporting the claims made.

4.11 Other Benefits Received

There is no express interpretation in the Act of the term "benefits" received or provided to Council Members. However, it is common for Council to incur costs or pay for expenses (or provide a non monetary benefit) for the "benefit" of Council Members in the course of, or related to the performance of the Council Members role, functions or duties, as opposed to reimbursing them. Where the Council pays up-front for expenses that would otherwise be reimbursable, or provides Council Members with facilities or services that can be quantified for each Member, these are provided to Members for their "benefit". For example if a Council Member attends at the ALGA conference in Canberra in November of any year, and the

Council meets all or any of the costs associated with that attendance upfront, that is a “benefit” provided to the Council Member. Another example of a “benefit” is where the Council provides, at its own cost, all Council Members with business cards for their use in performing their official functions and duties.

The cost of “benefits” needs to be quantified for each Council Member (to the extent they can be) on a quarterly basis and recorded in the Register of Allowances and Benefits pursuant to Section 79(1) of the Act as a “benefit” provided to that Council Member.

4.12 What is a “Benefit?”

There is no legislative definition that constitutes a “benefit” paid, payable or provided to a Council Member. The term needs to be considered in the context of its use in Section 79(1)(c) of the Act and the general conspectus of Chapter 5, Part 5 of the Act. It is a ‘catch all’ term (in addition to the terms ‘allowances’, ‘reimbursement’, ‘facilities’ and ‘support’) that constitutes expenditure by or on persons in public office made as a result of being a public official (in other words a Council Member). Monies expended are public monies and there is a public interest and element of accountability about recording where monies are expended.

4.13 Register of Allowances and Benefits

Pursuant to Section 79 of the Act, the CEO must maintain a Register in which shall be kept a record of:

- the annual allowance paid or payable to each Council Member under Section 76 of the Act;
- any expenses reimbursed to a Council Member under Section 77(1)(b) of the Act; and
- the details of any other benefits paid or payable to or provided for the benefit of a Council Member by the Council.

Those reimbursements paid under Section 77(1)(a) of the Act are not required to be recorded in the Register.

The CEO is required to record in the Register changes in the allowance or a benefit payable to, or provided for the benefit of, Council Members and the provision of a discretionary reimbursement (Section 77(1)(b) of the Act) or a benefit not previously recorded in the Register.

The CEO will update the Register each quarter and therefore each Council Member is required to provide their claim form for reimbursement to the Accounts Payable Officer on the last business day of each quarter.

The Register of Allowances and Benefits is available for inspection by Members of the public, free of charge, at the Councils Principal office during ordinary business hours. Copies or extracts of the Register are available for purchase upon payment of a fixed fee.

5. Related Documents

Mayor Travel Log Form
Councillor Dependant Care Claim Form
Councillor Travelling Claim Form
Council Member Training and Development Policy
Register of Allowances and Benefits

6. Records Management

All documents relating to this Policy will be registered in Council's Record Management System and remain confidential where identified.

7. Document Review

This Policy will be reviewed annually to ensure legislative compliance and that it continues to meet the requirements of Council its activities and programs.

8. References

~~*Income Tax Assessment Act 1936*~~

Local Government Act 1999

Local Government (Members Allowances and Benefits) Regulations 2010

9. Further Information

Members of the public may inspect this Policy free of charge on Council's website at www.apc.sa.gov.au or at Council's Principal Office at:

2a Wasleys Rd, Mallala SA 5502

On payment of a fee, a copy of this policy may be obtained.

Any queries in relation to this Policy must be in writing and directed to the Governance Officer.

MAYOR TRAVEL LOG FORM - UTILISING COUNCIL FUEL CARD

Month:.....

Day	Date	PURPOSE OF ELIGIBLE JOURNEY Council Business - Meeting/Function (including address of destination)	Km/s within district	Maximum return trip 50kms Km/s outside district
e.g.Thursday	e.g.26/11/15	Special Council Meeting – Mallala Council Chambers, Redbanks Rd Mallala	15	0
Total				

Travel Log Expenses Declaration

I, declare that the above travel expenses were incurred by me for entitled and Council approved related business.

SIGNEDDATE.....



**Adelaide
Plains
Council**

7. CONFIDENTIAL ITEMS

TUESDAY 24 January 2017

Items:

7.1 Rubble Crushing Carslake Road

<p>Recommendation :</p>	<p>“that:</p> <ol style="list-style-type: none"> 1. Pursuant to Section 90(2) of the <i>Local Government Act 1999</i> the Panel orders that all members of the public, except [insert names of Council officers to remain in the meeting] be excluded from attendance at the meeting for Agenda Item 7.1 – ‘Rubble Crushing Carslake Road’. 2. The Panel is satisfied that, pursuant to Section 90(3)(h) of the <i>Local Government Act 1999</i>, the information to be received, discussed or considered in relation to this Agenda item would involve the consideration of legal advice, being advice from Council’s solicitors. 3. The Panel is satisfied that the principle that meetings of the Panel should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential.”
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<p>Recommendation:</p>	<p>“that:</p> <ol style="list-style-type: none"> 1. Having considered the matter of Agenda Item 7.1 – ‘Rubble Crushing Carslake Road’ in confidence under Sections 90(2) and 90(3)(h) of the <i>Local Government Act 1999</i>, Council orders under the provisions of Sections 91(7) and (9) of the <i>Local Government Act 1999</i> that the agenda report and attachment 4 (legal advice) considered by the Panel in relation to this item be kept confidential until further order of the Panel as it contains legal advice, being advice from Council’s solicitors. 2. Pursuant to Section 91(9)(a) of the <i>Local Government Act 1999</i>, this confidentiality order be reviewed every 12 months. 3. Pursuant to Section 91(9)(c) of the <i>Local Government Act 1999</i>, the Panel delegates the power to revoke this confidentiality order to the Chief Executive Officer.
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