



Councillor Name:	Cr Olwen Searle	Vehicle Rego No:	1EKL 899	Engine Size:	1.8L
Month of Claim:	Feb 2019	Vehicle Make/Model:	Toyota Corolla	Year of Manufacture:	2014

Date	From	To	Details of Meeting / Function	Relevant clause - Policy 5.4.23 [see overleaf]	Invitation Attached	KM's Travelled
2.2.19	Home	Mills Park	Day/Night Cricket Match	3.1.1 e	✓	15
5.2.19	Home	Admin	Workshop	3.1.1 c	DoE	27
6.2.19	Home	Admin	Citizenship	3.1.1 a	DoE	27
11.2.19	Home	Admin	Meet new Director	3.1.1 c	DoE	27
12.2.19	Home	Admin	OCM	3.1.1 a	DoE	27
13.2.19	Home	DRPAC	Big Event	3.1.1 e	DoE	29
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19.2.19	Home	Admin	Workshop	3.1.1 c	DoE	27
26.2.19	Home	Admin	OCM	3.1.1 a	DoE	27

I certify that the information provided in this form is an accurate account of travel I have undertaken in accordance with Council Policy 5.4.23, such travel being relevant to fulfilling my role in the office of <u>Councillor</u> Mayor. [strike through which ever is not applicable] I understand that a fraudulent claim is a matter reportable under the <i>Corruption and Crime Commission Act 2003</i> .					TOTAL KILOMETRES CLAIMED:	206
SIGNED COUNCILLOR: <i>Olwen Searle</i>					DATE:	10/3/19

Please complete additional forms if required.

OFFICE USE ONLY:						
Total KMs Approved:	206km @ 67.72c/km = \$139.50	Authorised By:				
Account No.	JL 85-94001-3751-000	Position Title:	Director Business Services	Signed:	<i>[Signature]</i>	





Travel Claims must be in accordance with Policy No. 5.4.23 'Councillor Allowances, Expenses and Supplies'. Relevant clauses have been extracted for your convenience below. Please ensure that for each claim you quote the relevant clause from this policy.

**3.1 Travelling Expenses**

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(4) and 32]

Councillors shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of their office, subject to:

3.1.1 Claims being related to travel to a destination from their normal place of residence or work and return in respect to the following:

- (a) Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by either Council, the Mayor or the Chief Executive Officer or in accordance with clause 4 of Policy 5.4.9;
- (b) Committees to which the Councillor is appointed a delegate or deputy by Council.
- (c) Meetings, training and functions scheduled by the Chief Executive Officer or Directors.
- (d) Conferences, community organisations, industry groups and local government associations to which the Councillor has been appointed by Council as its delegate or a deputy to the delegate.
- (e) Functions and presentations attended in the role as a Councillor or whilst deputising for the Mayor, that are supported by a copy of the relevant invitation or request for attendance.
- (f) Gatherings or events (i.e. funerals, local business or community events), approved by the Chief Executive Officer for attendance by the Mayor or the Mayor's nominated deputy as a representative of the City.
- (g) Any other occasion in the performance of an act under the express authority of Council.
- (h) Site inspections in connection with matters listed on any Council Agenda paper (Members to state the Item Number listed on any Council Agenda paper along with the date and time of the visit on the claim form).
- (i) In response to a request to meet with a ratepayer/elector, but excluding the day of Council Elections. (Members to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form).

3.1.2 All claims for reimbursement should be lodged with the Governance Directorate, on the appropriate claim form by no later than 60 days from the end of the month to which the claim relates. In submitting claims for reimbursement, Councillors shall detail the:

- Date of the claim
- Particulars of travel
- Nature of business
- Distance travelled
- Vehicle displacement and the total kilometres travelled.

Councillors are required to certify the accuracy of the information they provide with their claim forms and all claims must be accompanied by supporting documentation such as invitations or approvals in accordance with Policy 5.4.9 where applicable.

3.1.3 The rate of reimbursement being as prescribed from time to time by the Australian Taxation Office.

**3.1.4 Public Transport**

In the event that a Councillor does not have access to a private vehicle, for travel referred to above, the Councillor may use the services of the bus and rail public transport system, expenditure for which shall be reimbursed upon lodgement of receipts.

**3.1.5 Parking Fees**

Parking fees incurred as a result of travel to any occasion referred to in clause 3.1.1 of this policy shall be reimbursed upon lodgement of receipts accompanying the associated travel claim form.

The cost of "valet" parking, however, will not be reimbursed.

**FOR ADDITIONAL INFORMATION REGARDING TRAVEL CLAIMS PLEASE CONTACT KAREN ON 9397 3011.**