

## 6.3.3 Amendment to Councillor Travel Expenses Claim Form

**Responsible GM:** Debbie Tyson  
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### Recommendation(s)

That Council adopt the attached amended Travel Expenses Claim Form and amend the Councillor Expenses Policy accordingly to meet the recommendation of the Local Government Inspectorate.

### Attachments

1. Current travel expense claim form and suggested amended claim form February 2022 [6.3.3.1 - 4 pages]

### Executive Summary

In the correspondence received from the Local Government Inspectorate's advising of the outcome of the investigation into Travel Expense Claims lodged by Cr Collin Ross, the Inspectorate made some recommendations to amend the Travel Expenses Claim form. The intent of these amendments are aimed at minimising ambiguity in respect to councillor's travel expense claims for Council, residents and ratepayers.

### Background

The Inspectorate has made the following recommendations which are aimed at minimising ambiguity with respect to councillors' expense claims:

1. Council's 'Claim for Travel Expenses' form, part of its 'Councillor Expenses Policy', is amended to include:
  - i. a requirement that Councillors clearly stipulate how the expense was incurred while performing their duties as a Councillor;
  - ii. a requirement that Councillors include logbook entries or records of odometer readings at the start and end of the journey;
  - iii. a requirement that Councillors include the start and finish time of the journey; and
  - iv. a requirement that Councillors include the starting location of the journey

In response to the above, the current *Claim for Travel Expenses' form* has been amended to include a section that

- i. requires a Councillor to clearly state how the expense was incurred whilst undertaken their duties as a Councillor.
- ii. requires odometer readings to be placed on the form at the start and end of the journey
- iii. requires the Councillor to record the start and finish time of the journey
- iv. requires the Councillors to state where the journey commenced.

### Policy Implications

Accepting these recommendations will require amendment to the Councillor Expenses Policy

### Relevance to Council Plan

#### 5.1 We practise responsible leadership

- 5.1.2 Manage our finances responsibly and leave a positive legacy for future generations.
- 5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.

### **Climate Emergency Consideration**

There are no climate emergency impacts with this report

### **Consultation/Communication**

There has been no consultation as part of the Local Government Inspectorates recommendations

### **Financial and Resource Implications**

There are no financial implications regarding this matter

### **Conclusion**

It is appropriate to accept the recommendations from the Local Government Inspectorate and amend the travel expenses claim form which forms part of the Councillor Expenses Policy.

**TRAVEL EXPENSES CLAIM FORM**



**CURRENT FEBRUARY 2021 VERSION  
CLAIM FOR TRAVEL EXPENSES**

Councillor: \_\_\_\_\_

Date of Claim: \_\_\_/\_\_\_/\_\_\_

Vehicle Type (please  appropriate box):

More than 4 cylinders or 35 power mass units (pmu) and over (113.346 ¢ per km)

4 cylinders & less or less than 35 power mass units (pmu) (93.414 ¢ per km)

Councillors are entitled to claim for use of their private vehicle to undertake their duties, in accordance with this Policy.

**PARTICULARS OF CLAIM**

Date	Reason	Other parties attended	Action Taken	Destination or locality	Distance travelled – return journey
				<b>TOTAL:</b>	

## TRAVEL EXPENSES CLAIM FORM



I certify that these e expenses have been incurred in accordance with the Councillor Expenses Policy

\_\_\_\_\_  
Signature of Councillor

\_\_\_\_\_  
Approved by Manager Governance

**\* Payment will only be made when all details are completed**

FINANCE USE ONLY	
Supplier No.	_____
Ledger No.	1-00260-2033
_____ kms @ _____ c per km	
= \$ _____	NO GST

**TRAVEL EXPENSES CLAIM FORM**



**SUGGESTED AMENDED VERSION FEBRUARY 2022  
CLAIM FOR TRAVEL EXPENSES**

Councillor: \_\_\_\_\_

Date of Claim: \_\_\_/\_\_\_/\_\_\_

Vehicle Type (please  appropriate box):

More than 4 cylinders (113.346 ¢ per km)

4 cylinders & less (93.414 ¢ per km)

Councillors are entitled to claim for use of their private vehicle to undertake their duties, in accordance with this Policy.

*\*All travel claims will be taken to have commenced from the Councillor home. However, if the travel commences from an alternate location (such as a councillor workplace) the distance that is entitled to be claimed shall be the lesser distance.*

**PARTICULARS OF CLAIM**

Date	Reason (How is this travel relevant to your role)	Other parties attended	Starting location	Destination or locality	Action Taken	Start time	Kms at start	End time	Kms at end	Distance travelled

### TRAVEL EXPENSES CLAIM FORM



I certify that these e expenses have been incurred in accordance with the Councillor Expenses Policy

\_\_\_\_\_  
Signature of Councillor

\_\_\_\_\_  
Approved by Manager Governance

**\* Payment will only be made when all details are completed**

FINANCE USE ONLY	
Supplier No.	_____
Ledger No.	1-00260-2033
_____ kms @ _____ c per km	
= \$ _____	NO GST