



- 1 POLICY TITLE:** Expenses Reimbursement Policy
- POLICY NUMBER:** CPG0803
- CATEGORY:** Council Policy
- CLASSIFICATION:** Governance
- CORPORATE PLAN REFERENCE:** Not Applicable
- STATUS:** Adopted by Council 19 November 2008 (Committee of the Council - 11 and 12 November 2008 - Clause 21) following approval by the Department of Local Government, Sport and Recreation on 31 October 2008 (their ref: DL08.140),
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2 PURPOSE:

The purpose of this policy is to set the parameters to authorise the payment of reasonable expenses incurred, or to be incurred, by councillors; and provide facilities, including, administrative support staff, to assist councillors to discharge their duties and responsibilities, having regard to local circumstances.

3 ORGANISATIONAL SCOPE:

This policy applies to the Mayor, Deputy Mayor and Councillors and is made pursuant to Section 236B and 250AR of the *Local Government Act 1993* and the principles approved by the Minister.

4 POLICY STATEMENT:

This policy, when approved by the chief executive of the Department and adopted by Council, authorises the:

- Payment of reasonable expenses incurred, or to be incurred, by Councillors; and
- Provision of facilities, including, administrative support staff, to assist Councillors in discharging their duties and responsibilities.

Where Councillors have special needs or suffer from some form of impairment, the special access and equity needs of the Councillor may result in the provision of modified furniture, voice activated software, larger computer monitors, or other changes to this policy as required.

5 DEFINITIONS:

Approved: means approved by Council resolution.

Chief Executive of the Department: the Director General of the Department of Local Government, Sport and Recreation.

Council Business: Activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements, perform ceremonial activities, or achieve business objectives of the Council. Council business should result in a benefit being achieved either for the local government and/or the local community. This includes:

- Preparing for, attending and participating in Council meetings, committee meetings, workshops, deputations and inspections;
- Attending conferences of local government industry associations or professional bodies (i.e. LGAQ, UDIA AIOP, etc);
- Attending civic ceremonies and community events such as representing Council at Anzac Day ceremonies or opening a school fete, where they have been formally invited in their capacity as Councillor to undertake the official duty;
- Attending public meetings, annual meetings or presentation dinners where invited as a Councillor;
- Attending meetings of community groups (Scout Associations, Progress Associations, etc) where invited to speak about Council programs or initiatives;
- Private meetings with constituents (residents, ratepayers, community groups, developers, etc), where arranged through official council channels and details of discussions are documented in official records or diaries.

Attending or participating in a community event, community group, or being a representative on a board as a community member is not regarded as 'Official Council Business'.

Councillors: includes the Mayor, Deputy Mayor and other Councillors, unless specifically identified.

Expense: Expenses are payments reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge.

Expenses are not included as remuneration.

Facility: Facilities provided to Councillors that are the 'tools of trade' and required to enable them to perform their duties with relative ease and at a standard appropriate to fulfil the community expectation for their role.

Private Vehicle Use: Use of a vehicle for other than official Council business is private use.

Professional Development: encompasses all types of facilitated learning opportunities, for example, training provided by a Government Department (e.g. Department of Local Government), or Industry Body (e.g. Local Government Association of Queensland).

Purchase of Limited Private Use Rights: In lieu of keeping a vehicle log and paying Council for any private use, based on actual kilometres, Councillors may purchase the rights to the limited private use of the Council vehicle at a cost of \$2,800 pa (indexed to the CPI). This cost has been determined by estimating a fair value for private use, based on the variable costs in operating a vehicle (fuel, general and routine maintenance and tyres) plus increased depreciation.

Reasonable: Councils must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

6 PRINCIPLES:

This policy has been written to be compliant with the four underpinning principles set by the Minister, i.e.

- Use of Public Money in the public interest by responsible budgeting and accounting;
- Fair and reasonable allocation of Council resources (allowances, facilities and other benefits);
- Transparent decision making by public disclosure of policy and resolutions; and
- Accountability for expenditure and use of facilities through full justification and acquittal.

7 POLICY CONTENT:

7.1 Commencement

The Toowoomba Regional Council Expenses Reimbursement Policy will take effect immediately it is adopted by Council (following the endorsement of the Chief Executive of the Department). The previous Expenses Reimbursement Policy will cease to have effect at this date.

7.2 Limitation

This policy deals with reimbursement of expenses or provision of a facility to Councillors, but does not apply to:

- The conduct of Civic Functions; or
- The remuneration of Councillors.

7.3 General Entitlement

Councillors are entitled to be reimbursed for expenses incurred in representing Council and provided with facilities to assist them in undertaking their duties, as described below.

7.4 Expenses

7.4.1 Professional Development

Entitlement: Council encourages Councillors to undertake relevant professional development and will pay for / reimburse Councillors for all associated reasonable costs (including Registration, Travel, Accommodation, Meals, etc) without further authorisation, where the activity is:

- associated with the Councillor's portfolio; or
- organised by a Government Agency or an Industry body (e.g. LGAQ, ALGWA, COMSEQ).

Where Professional Development opportunities arise that are outside of these parameters, Council approval will be required.

Note: Registrations should be made in sufficient time to take advantage of any 'early bird' discounts.

7.4.2 Travel Costs

Entitlement: Councillors are entitled to be reimbursed for all travel costs (including local, regional, intrastate and overseas travel) when representing Council on Council business.

Vehicles: Councillors may elect to either (but not both):

- Use their personal vehicle for Council business and claim an allowance for the kilometres travelled. Such allowance will be the rate set by the Australian Taxation Office for vehicle usage and based on a log book kept by the Councillor that records the purpose of each trip for business purposes; or
- Use a Council provided vehicle (see section 7.5.5 and the definition of 'Purchase of Limited Private Use Rights' in section 5).

Travel bookings: All Councillor travel approved by this policy or Council will be booked and paid for by Council. Economy class is to be used where possible although business class may be approved in certain circumstances (e.g. where the duration of the flight exceeds 2 hours). Airline tickets will not be transferable and will only be procured for the Councillor's travel on Council business. They will not be used to offset other unapproved expenses. (e.g. cost of partner or spouse accompanying the Councillor.) Travel Insurance is payable to cover Councillors travelling for official Council businesses.

Notes:

- Requests for travel should be made in sufficient time to take advantage of discounts and gain access to the widest range of flights;
- Councillors are to travel via the most direct route, using the most economical and efficient mode of transport;
- All fines incurred while travelling in either Council or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine. This does not include toll fees;
- Councillors will be responsible for all private costs (e.g. applying for or renewing their passports).

7.4.3 Accommodation

Entitlement: Councillors will be entitled to stay at motel / hotel accommodation (3 or 4 star) when it is considered necessary to attend to Council business, or where it is not practical for the Councillor to return home for the night.

When attending conferences or workshops, accommodation will be booked and paid for by Council and will, where practical, take advantage of the package provided by conference organisers unless Council has granted prior approval.

Where accommodation is provided outside of the region, Council may pay an additional *Incidental Daily Allowance* of \$20.00 per day to cover additional incidental costs (phone calls, newspapers, laundry / dry cleaning, etc) incurred while Councillors are travelling and staying away from home overnight.

Note: Requests for accommodation should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation options.

7.4.4 Meals

Entitlement: Councillors are entitled to be reimbursed for the cost of a meal when travelling or attending to Council business outside the region. Provided:

- The Councillor incurs the cost personally; and
- The meal was not provided:
 - As part of the registration costs of the activity/event; or
 - During a funded flight.

7.4.5 Hospitality Expenses

Entitlement: Councillors are entitled for reimbursement of reasonable costs to entertain dignitaries. Hospitality expenses may include meals, appropriate gifts and reasonable alcohol.

7.4.6 Transfer Expenses

Entitlement: Councillors are entitled to be reimbursed for transfer costs (e.g. taxis fares or reimbursement of public transport tickets (rail, ferry, bus) associated with travelling for Council business.

7.5 Provision of Facilities

7.5.1 Administrative tools and access to Council office amenities

Entitlement: Councillors are entitled to use the following facilities:

- Desk, shared office space and meeting rooms in the City Hall, together with 'hot desk' facilities at each service centre (bookings need to be made through the Manager of the Service Centre);
- Shared access to office equipment, including a multi purpose photocopier / scanner / printer;
- Secretarial support; and
- A choice of:
 - a Mobile phone or Blackberry (with or without a hands free kit); and
 - Laptop Computer or Desktop Computer, both with internet access;
- Home Office facilities including multi function device (photocopier/scanner/printer).

Notes:

- Provision of a Council provided computer is primarily for Council business, however, incidental private use is allowed where usage complies with Council's policies;
- Private phone calls, text messages, etc shall be reimbursed by the Councillor at the rates charged to Council; and
- Council facilities (including stationery) are not to be used for personal or political purposes.

7.5.2 Maintenance costs of any Council owned equipment.

Responsibility: Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities that fall under Council's asset replacement program.

7.5.3 Personal Protective Equipment (PPE)

Entitlement: Councillors will be provided with all necessary safety equipment (to the standard supplied to employees). Councillors are expected to observe the appropriate Workplace Health and Safety measures when at any workplace.

7.5.4 Identification, uniform, etc.

Councillors will be provided with all necessary identity cards, access cards, name badges and be eligible to participate in the same Corporate Wardrobe scheme and under the same conditions that applies to employees.

7.5.5 Vehicle

Entitlement: Councillors may elect to:

- Use their own vehicle for Council business (see section 7.1.2); or
- Purchase the limited private usage of a Council provided vehicle and execute Private Use of Motor Vehicle Agreement with Council as attached as Schedule A.

The maximum value of the vehicle provided by Council will be:

- For Councillors - to the value equivalent to the value set for Council Managers; and
- For the Mayor to the value equivalent to the value set for Council Executive officers.

Note:

- Councillors are to travel via the most direct route, using the most economical and efficient mode of transport although incidental deviations are allowed where the distance travelled is not material; and
- All fines incurred while travelling in either Council or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine. This does not include toll fees.

7.5.6 Operating (including fuel costs)

Entitlement: Council will meet all operating costs and provide fuel cards for Councillors driving a Council-owned vehicle.

7.5.7 Car parking amenities

Entitlement: Councillors will be provided with car parking at the rear of the City Hall, Toowoomba. Where parking outside the region on Council business, Councillors will be entitled to be reimbursed for the cost of parking upon making a claim on the approved form.

7.5.8 Insurance cover

Responsibility: The Council has included Councillors in its Workers' Compensation coverage (Local Government Self Insurance Scheme - LGW) that provides for a level of benefits substantially the same as for an employee of council with the exception that elected members can not bring a common law damages action against council under the Worker's Compensation & Rehabilitation Act 2003.

This covers Councillors while they are engaged in official Council business. Activities would include, but are not limited to such things as attending a Council meeting or workshop, representing Council at an official function, or attending activities at another council or location that is relevant to their elected position.

Benefits under this scheme would consider the employment circumstances of any injured person. Should the Councillor be self employed or undertake other work for an employer other than a Council and was incapacitated for one or both occupations then regard would also be had for the actual income loss and a rate of pay calculated in terms of the Act.

The Council has included Councillors under its Professional Indemnity policy (Local Government Mutual - LGM).

8 Claims for Reimbursement

All claims for reimbursement of expenses will be made on the approved form and submitted with original receipts to the Manager, Governance and Administration. Where claims are certified by a Councillor as complying with this policy, no other authorisation for payment will be necessary. Claims must be presented within 3 months of incurring the expense and claims will be paid on a monthly basis.

9 Councillors accept full responsibility for the accuracy of each claim

Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities may breach the Councillors Code of Conduct and / or represent an offence under the Criminal Code and may be referred to the Crime and Misconduct Commission.

10 Cancellation of Travel and Accommodation

If a Councillor, without reasonable excuse, cancels travel or accommodation previously planned and booked by the Council, then the Councillor will be required to reimburse to the Council, all costs that are not recoverable through travel insurance.

11 Reporting

Councillors attending Professional Development courses shall report to Council on the training within 3 months of the conference or event.

The Manager, Governance and Administration shall submit quarterly reports to Councillors on all categories of expenses reimbursed to Councillors.

A report summarising all expenditure in relation to this policy shall be included in the Council's Annual Report.

REFERENCES:

- Policy Owner:** Manager, Governance and Administration
- Contact Officer:** Manager, Governance and Administration (Mr Norm Garsden)
- Policy Endorser:** Director of Corporate Services
- Final Approver:** Council
- Date to be revised:** April 2012
- Related policies:** Nil
- Related publications:** *Local Government Act 1993*; The Department of Local Government Sport and Recreation Guidelines for the Expenses Reimbursement Policy

Schedule A**TOOWOOMBA REGIONAL COUNCIL**
ABN 997 8830 5360
PRIVATE USE OF MOTOR VEHICLE AGREEMENT
(COUNCILLOR)**Agreement Register No. XX**

AN AGREEMENT made this <date>.

BETWEEN: TOOWOOMBA REGIONAL COUNCIL a local government under the Local Government Act 1993 of 153 Herries Street, Toowoomba 4350 in the State of Queensland, (the "Council"),

AND: _____ Name _____ of _____ Address _____ ("the Councillor").

RECITAL

- A. The Councillor has exercised their option and is entitled to use a Council motor vehicle in accordance with the adopted 'Expenses Reimbursement Policy'.

OPERATIVE PART**1.0 Commencement of Agreement**

- 1.1 This agreement commences on the date the motor vehicle is made available for use by the Councillor.

2.0 Private Use

- 2.1 Subject to Clause 2.4, Council will provide the Councillor with the vehicle described at Attachment A or a suitable replacement vehicle during such times as the Councillor is not actively engaged in the performance of work for the Council.
- 2.2 Council must maintain, service, register and provide comprehensive third party insurance cover for the vehicle.
- 2.3 The Councillor agrees to the conditions, if any, included in the Councillor's Expenses Reimbursement Policy pertaining to the business and restricted private use of the vehicle.
- 2.4 The right to privately use the vehicle does not apply:
- 2.4.1 during any period of sick leave or workcover absence which exceeds a continuous period of one calendar month; and
 - 2.4.2 following vacating the office of Councillor.

- 2.5 In the event that any of the circumstances referred to in Clause 2.4 occur, then the vehicle must be returned to the Council's vehicle pool within 24 hours of the commencement of that event.

3.0 Description of the vehicle

- 3.1 The vehicle is specified in Attachment A. The maximum vehicle cost of \$34,250 excluding GST, as of July 2008 will determine the type of vehicle. The maximum vehicle cost will be adjusted on an annual basis.

4.0 Maintenance of Log Book

- 4.1 The Councillor must maintain a log book in the manner specified by the Manager Procurement and Trade Services, if required.
- 4.2 The Councillor must provide the Manager Procurement and Trade Services with any information entered into the log book which the Manager Procurement and Trade Services may at any time request.

5.0 Address/location for garaging of vehicle overnight

- 5.1 The vehicle must be parked overnight at the location specified in Attachment A or such other location notified to the Manager Procurement and Trade Services by the Councillor where possible.

6.0 Use of Vehicle - Office Hours

- 6.1 The Council has the exclusive use of the vehicle during normal working hours except -
- 6.1.1 when the Councillor is using the vehicle for business purposes.
- 6.1.2 during any period of leave (other than leave of the nature referred to in Clauses 2.4.1 & 2.4.2).

7.0 Restricted Private Use Condition

- 7.1 The vehicle must only be operated within Australia.
- 7.2 The vehicle must not be used -
- 7.2.1 for the transportation of persons or goods for hire or reward;
- 7.2.2 for any unlawful purpose;
- 7.2.3 for travel whilst it is in an unsafe or defective condition; or
- 7.2.4 for transporting of goods, materials, substances, refuse or any other material or matter which it is not designed to carry or which is likely to cause damage to, deface, spoil or reduce the value of, the vehicle.

- 7.2.5 in any race, speed test, car rally or competition;
- 7.2.6 in any manner which may contravene the comprehensive insurance policy and result in voidance of the insurance cover and/or the vehicle manufacturer's warranty; or
- 7.2.7 to tow or to carry any load that exceeds the design criteria specified in the manufacturer's vehicle handbook.

8.0 Roadside Assistance

- 8.1 Council must ensure the vehicle has 24 hour roadside assistance.

9.0 Driving by Persons other than the Councillor

- 9.1 The Councillor and their spouse (including defacto spouse or partner) and duly licensed driver or duly licensed qualifiers may drive the vehicle. Where the driver is other than the spouse, either the Councillor or their spouse must be present in the vehicle.
- 9.2 Notwithstanding Clause 9.1, the Chief Executive Officer may, where special or extraordinary circumstances exist, authorise the driving of the vehicle by an immediate family member or business associate without the Councillor or their spouse being present in the vehicle at that time, provided that the arrangement is temporary in nature.

10.0 Fitting of Accessories

- 10.1 The Councillor may fit accessories to and remove such accessories from, the vehicle provided that -
 - 10.1.1 the written approval of the Chief Executive Officer or his delegate is first obtained;
 - 10.1.2 the purchase and any fitting or removal costs are met by the Councillor;
 - 10.1.3 the fitting of any accessory is undertaken by a suitably qualified person as approved by the Manager Procurement and Trade Services or his delegate and complies with the manufacturers specifications, Australian Vehicle Design Rules and laws of the State of Queensland;
 - 10.1.4 any damage caused as a result of the fitting or removal of accessories is fully restored to the satisfaction of the Manager Procurement and Trade Services; and
 - 10.1.5 the fitting and removal of any tow bar to the vehicle is undertaken by the Council at the Councillor's expense.
- 10.2 No credit shall be given or reimbursement made to the Councillor in the event that any accessory remains on the vehicle at the time of its return to the Council upon termination of this agreement or its disposal by the Council.

10.3 The provisions of Clause 10.1 do not extend to the fitting and removal of any mobile phone kit.

11.0 Maintenance, Cleaning, Security

11.1 The Councillor is responsible for -

11.1.1 maintaining the appearance of the vehicle internal and external (washing and cleaning);

11.1.2 ensuring that maintenance is performed in accordance with the manufacturers handbook at Council's cost;

11.1.3 ensuring that the vehicle is locked when unattended, and garaged off the road (the term includes the footpath) and under cover, if possible;

11.1.4 advising the Manager Procurement and Trade Services or his delegate -

- (i) any defect or any damage to the vehicle that has occurred at any time; and
- (ii) an impending service.

12.0 Fuel

12.1 Fuel may be obtained through Council's own dispensing outlets or where applicable, by means of a Council supplied fuel card transacted through participating retail outlets.

12.2 Fuel obtained from the outlets referred to in Clause 12.1 may be used by the Councillor while the vehicle is being privately used provided the fuel is drawn from Council's outlet or a approved retail outlet within the Toowoomba Regional Council area on a day the Councillor is actively engaged in the performance of work for the Council.

12.3 Fuel cards issued by the Council for the vehicle must not be used to purchase fuel in any circumstance other than as provided in this Clause.

13.0 Comprehensive Insurance

13.1 Council must provide and maintain full comprehensive insurance on the vehicle.

14.0 Declined Insurance Claim

14.1 If Council's Insurers (or Council in its capacity as self-insurer) validly decline responsibility for indemnifying the Council regarding any accident involving the motor vehicle while being privately used, the Councillor agrees to accept liability for all costs resulting from the accident.

14.2 In the event of Council declining responsibility, any dispute arising as to the reasonableness of such action will be referred to Council's Insurance Brokers for arbitration. The arbitrator's decision will be final and not subject to appeal. The parties intend that Council or its insurers will always be responsible for the costs or damage except in those instances referred to in Clauses 16.1.1 & 16.1.2.

- 14.3 The Councillor is responsible for the payment of any excess imposed on Council by the insurance company as a consequence of the driver at the time of any accident being of an age which renders the imposition of an additional age-excess possible.

15.0 Accident or Breakdown

- 15.1 In the event of a breakdown, roadside assistance must be sought by the Councillor in accordance with the procedure and instructions provided with the vehicle.
- 15.2 The Councillor must advise the Manager Procurement and Trade Services of any breakdown event.
- 15.3 In the event of an accident, the Councillor must, where practicable, use the accident procedure as set out in the information sheet provided with the motor vehicle.
- 15.4 The Councillor must promptly inform the Manager Procurement and Trade Services of any damage or injury to person(s) or to property caused by the vehicle and of the theft or loss of the vehicle or damage occasioned to the vehicle in any accident, and complete such claim forms, execute such documents and testify in court in connection with such matters as may reasonably be requested by the Council.
- 15.5 Council will take all of the action required to recover or repair the vehicle. The Councillor may be required to assist in the return of the vehicle to Toowoomba.
- 15.6 The Council does not guarantee to temporarily or permanently replace the vehicle which is unserviceable due to breakdown or accident.

16.0 Indemnity

- 16.1 The Councillor agrees to indemnify and hold the Council harmless against all claims, actions or proceedings that may be incurred in respect of the death of or bodily injury to any person and all loss, damage or destruction to any property (including the vehicle) (except to the extent to which the same may be covered by compulsory third party insurance, or the comprehensive third party and own vehicle insurance which the Council has agreed to effect in respect of the vehicle) arising directly or indirectly from:
- 16.1.1 the possession, use or operation of the vehicle during any period of private use (other than following theft and before its recovery) by a:
- 16.1.2 disqualified driver; or
- 16.1.3 a driver under the influence of any non-prescribed drug or intoxicating liquor; or
- 16.1.4 a driver in whose blood the concentration of alcohol is at or beyond the legal limit as provided by the Transport Operations (Road Use Management) Act 1995; or

16.1.5 a driver who unlawfully fails to supply a specimen of breath or blood when required to do so by Police; or

16.1.6 a driver who unlawfully leaves the scene of an accident.

16.2 any failure by the Councillor to perform and observe the obligations and provisions required of such an Councillor under this agreement.

17.0 Replacement of Vehicle

17.1 The vehicle may be replaced by the Council from time to time.

17.2 Council does not guarantee that the replacement vehicle will be the same or the equivalent of the vehicle being replaced however the replacement vehicle will be in accordance with the Expenses Reimbursement Policy.

18.0 Termination of Agreement

18.1 Council has the right to terminate this agreement -

a) by giving 1 weeks notice in writing if there has been a breach of any of the terms contained herein. If, in the Chief Executive Officer's opinion, circumstances warrant, notice may be such lesser period of time as the Chief Executive Officer may determine.

b) without notice immediately upon the death of the Councillor.

18.2 The Councillor may terminate this agreement by giving fourteen (14) days written notice to the Chief Executive Officer.

18.3 Upon termination of the agreement the Councillor must forthwith deliver up the vehicle in a clean condition, undamaged and in good working order to the Manager Procurement and Trade Services.

19.0 Fines/Penalties

19.1 The Councillor agrees to indemnify Council for all or any fines or penalties which may be occasioned by the operation of the vehicle in breach of any road, traffic, motor vehicle, or parking laws whilst the vehicle is subject to their control.

20.0 Unreasonable Wear and Tear

20.1 The Councillor must reimburse the Council for any costs incurred cleaning the vehicle or repairing any damage to or deterioration in the condition of the vehicle in excess of normal wear and tear.

21.0 Review of Agreement

21.1 The Council reserves the right to review the operation of this agreement at any time.

21.2 At the time of the review, the Council has the right to –

- a) continue the agreement under the present conditions; or
- b) continue the agreement under revised conditions.

22.0 Governing Law

22.1 This agreement is governed and construed in accordance with the laws in force in the State of Queensland. The parties submit to the jurisdiction of the Courts of the State of Queensland.

23.0 Definitions

In this agreement –

“motor vehicle” or “vehicle”	means the vehicle referred to in Attachment “A” or its replacement.
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“normal working hours”	means 8:45 a.m. to 5:00 p.m., Monday to Friday except where that day is a declared public holiday.
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“restricted private use” or “privately used”	means the use of the vehicle by the Councillor during such times as the Councillor is not actively engaged in the performance of work for the Council.
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“retail outlet”	means any retail outlet accepting a Council supplied fuel card for the vehicle which is located within the Toowoomba Regional Council area.
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SIGNED by the said)
«COUNCILLORNAME») _____

Executed by _____,)
 Chief Executive Officer on behalf of)
 TOOWOOMBA REGIONAL)
 COUNCIL in accordance with the)
Local Government Act 1993 on the)
 day of _____)
 2008 in the)
 presence of: _____)

A Justice of the Peace
Commissioner for Declarations

TOOWOOMBA REGIONAL COUNCIL**ATTACHMENT A****BUSINESS AND RESTRICTED PRIVATE USE VEHICLE
AGREEMENT REGISTER NO: «AgreementNo»**

«CouncillorName»

DESCRIPTION OF VEHICLE

Plant No.: «PlantNo»	Registration No.: «RegoNo»
Manufacturer: «Manufacturer»	Model: «Model»
Type: «Type»	No. Cylinders: «NoofCyl»
Colour: «Colour»	V.I.N.: «VIN»

ADDRESS/LOCATION FOR GARAGING OF VEHICLE OVERNIGHT

I advise that until further notice the vehicle will be garaged at:

Address

«CouncillorName»

Date / /

Chief Executive Officer

Date / /