

26 September 2019

[REDACTED]

Dear [REDACTED]

Local Government Official Information and Meetings Act 1987 (LGOIMA) request for the Mayoral expenses for the year ended 30 June 2019

I am writing in response to your request made on 29 August 2019 asking for the Mayoral expenses for the year ended 30 June 2019; your [REDACTED] request.

Please find attached a list showing the expenses from credit card usage and a spreadsheet showing all of the expense claims made to year ended 30 June 2019. Please note all costs are GST exclusive. Also attached are The Rules for Recovery of Expenses, which were adopted in June 2016. They outline the elected members entitlements including the Mayors.

There are no payments made by way of invoice.

Yours faithfully



Rebecca Murray
Governance Support Officer

APlus Corporate Card Transactions - Dunedin City Council

Invoice Date From: 01/07/2018

Invoice Date To: 30/06/2019

Inv Number / Trans Merchant Name	Inv Date / Trans Currency	Inv Card User / Trans Purpose	Inv Net Amt / Trans Net Amt	Inv Tax Amt	Inv Total Amt / Trans GL Account	Trans GL Approver	Trans Tax Recpt
Card Preparer: Monique Elleboode							
ccDaveCull1042019491985	01/04/2019	Dave Cull	360.99	54.15	415.14		
CROWNE PLAZA	415.14 NZD	AccomNZEAEventsAwardsTerry DavisAuckland	360.99		00001-300520-522305	Monique Elleboode	Yes
ccDaveCull11062019501933	11/06/2019	Dave Cull	455.65	68.35	524.00		
AIRNZ AIRPOR	524.00 NZD	FlightWlgtToAki7/6/19OnWayToItalyUNESCO	455.65		00001-300520-522301	Monique Elleboode	Yes
ccDaveCull11062019501934	11/06/2019	Dave Cull	-455.65	-68.35	-524.00		
AIRNZ AIRPOR	-524.00 NZD	REFUNDFlytWlgtToAki7/6/19OnWayToItalyUNESCO	-455.65		00001-300520-522301	Monique Elleboode	Yes
ccDaveCull12062019502215	12/06/2019	Dave Cull	43.88	0.00	43.88		
BISTROT LA CAMBORA	25.00 EUR	MealFabrianoltalyUNESCOmeetingJUNE2019	43.88		00001-300520-522307	Monique Elleboode	Yes
ccDaveCull13052019497840	13/05/2019	Dave Cull	32.39	0.00	32.39		
PREZZO	15.80 GBP	MealLondonCLGF/LGNZ to reimburse	32.39		00001-300520-522307	Monique Elleboode	Yes
ccDaveCull13112018474287	13/11/2018	Dave Cull	1,199.43	0.00	1,199.43		
THE SUKHOTHAI SHANGHAI	1199.43 NZD	AccomShanghaiInternationalImportExpoNov2018	1,199.43		00001-300520-522306	Monique Elleboode	Yes
ccDaveCull14062019502491	14/06/2019	Dave Cull	24.71	0.00	24.71		
M.L. ALIMENTARI S.N.C. DI	14.00 EUR	MealFabrianoltalyUNESCOmeetingJune2019	24.71		00001-300520-522307	Monique Elleboode	Yes
ccDaveCull14062019502492	14/06/2019	Dave Cull	70.61	0.00	70.61		
TAVERNA DA IVO S.R.L.	40.00 EUR	MealFabrianoltalyUNESCOmeetingJUNE2019	70.61		00001-300520-522307	Monique Elleboode	Yes
ccDaveCull16042019494158	16/04/2019	Dave Cull	651.47	97.72	749.19		
PULLMAN AKL RECEPTION	749.19 NZD	AccomRefSOLGM CEsTrainingDay 11/4/19	651.47		00001-300520-522305	Monique Elleboode	Yes
ccDaveCull18022019486349	18/02/2019	Dave Cull	50.00	7.50	57.50		
LANEWAY CAFE BAR & TAPAS	57.50 NZD	CeliaWadeBrownB'fastMayorLivingSymposiumUni	50.00		00001-300520-522307	Monique Elleboode	Yes
ccDaveCull18062019502776	18/06/2019	Dave Cull	39.16	0.00	39.16		
IL PIACERE DELLA CARNE	22.00 EUR	MealFabrianoltalyUNESCOmeetingJUNE2019	39.16		00001-300520-522307	Monique Elleboode	Yes
ccDaveCull19062019502850	19/06/2019	Dave Cull	966.58	0.00	966.58		
HOTEL 2000 SRL	543.00 EUR	AccomodationFabrianoltalyUNESCOJune2019	966.58		00001-300520-522306	Monique Elleboode	Yes

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ccDaveCull20112018474992	20/11/2018	Dave Cull	86.09	12.91	99.00		
BACCHUS WINE BAR & RESTAU	99.00 NZD	OtagoMayoralForumDinner15Nov18	86.09		00001-300520-522307	Monique Elleboode	Yes
ccDaveCull20122018479874	20/12/2018	Dave Cull	26.96	4.04	31.00		
GEORGE & SANDY MORRIS	31.00 NZD	TaxiHomeAfterMealMrZangGoldenHarvest17/12/18	26.96		00001-300520-522311	Monique Elleboode	Yes
ccDaveCull21122018480120	21/12/2018	Dave Cull	176.57	26.49	203.06		
GOLDEN HARVEST RESTAURANT	203.06 NZD	MealMrZangMalcolmWongEtAl17/12/18	176.57		00001-300520-522307	Monique Elleboode	Yes
ccDaveCull9042019493171	09/04/2019	Dave Cull	56.93	8.54	65.47		
Z GREEN ISLAND	65.47 NZD	DieselMayor'sCar6April2019	56.93		00001-300520-522313	Monique Elleboode	Yes
ccMoniqueE11102018470146	11/10/2018	Monique Elleboode	-147.83	-22.17	-170.00		
REAL JOURNEYS	-170.00 NZD	RefundFerryBookingBidrose&PartZone5&6StewartIsland	-147.83		00001-300520-522313	Monique Elleboode	Yes
ccMoniqueE13092018466023	13/09/2018	Monique Elleboode	-147.83	-22.17	-170.00		
REAL JOURNEYS	-170.00 NZD	REfundCStaynesCXLDtripStewartIslandOctZoneMeeting	-147.83		00001-300520-522313	Monique Elleboode	Yes
ccMoniqueE16102018470604	16/10/2018	Monique Elleboode	420.65	63.10	483.75		
Holiday Houses	483.75 NZD	AccomCrHawkinsZone5&6StewartIsland25to28Oct2018	420.65		00001-300520-522305	Monique Elleboode	Yes
ccMoniqueE19092018466525	19/09/2018	Monique Elleboode	10.43	1.57	12.00		
COUNTDOWN	12.00 NZD	TomahawkWorshopCatering18/9/19RebeccaMurray	10.43		00001-300520-522717	Monique Elleboode	Yes
ccMoniqueE19102018470950	19/10/2018	Monique Elleboode	74.11	11.12	85.23		
OTAGO MUSEUM TRUST	85.23 NZD	GiftsLordProvostEdinburghEurocitiesNov2018	74.11		00001-300520-522403	Monique Elleboode	Yes
ccMoniqueE2072018454525	02/07/2018	Monique Elleboode	42.61	6.39	49.00		
OTAGO CHAMBER OF COMMERCE	49.00 NZD	LunchMeetWinstonPeterOtagoChamber29/6/18	42.61		00001-300520-504113	Monique Elleboode	Yes
ccMoniqueE2082018458911	02/08/2018	Monique Elleboode	43.47	6.52	49.99		
WHITCOULLS DUNEDIN 057	49.99 NZD	GiftSecretaryOfStateForScotland1/8/18	43.47		00001-300520-522403	Monique Elleboode	Yes
ccMoniqueE23102018471081	23/10/2018	Monique Elleboode	69.57	10.43	80.00		
KORU NEW ZEALAND ART	80.00 NZD	GiftWuxiCityChinaVisitNov2018	69.57		00001-300520-522403	Monique Elleboode	Yes
ccMoniqueE24042019494494	24/04/2019	Monique Elleboode	5.22	0.78	6.00		
\$ N' SENSE	6.00 NZD	GiftwrappingMayorLGNZForReimbursement	5.22		00001-300520-522403	Monique Elleboode	Yes
ccMoniqueE24042019494495	24/04/2019	Monique Elleboode	293.48	44.02	337.50		
THE NEW ZEALAND GIFT SH	337.50 NZD	GiftsMayorLGNZTripChinaForReimbursement	293.48		00001-300520-522403	Monique Elleboode	Yes

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ccMoniqueE24122018480440	24/12/2018	Monique Elleboode	136.90	0.00	136.90		
GREETINGCARDUNIVERS	90.95 USD	MayorChineseNewYearGreeting Cards2019	136.90		00001-300520- 522203	Monique Elleboode	Yes
ccMoniqueE25102018471470	25/10/2018	Monique Elleboode	70.76	10.61	81.37		
I LOVE MERINO DUNEDIN NZ	81.37 NZD	GiftScarfLordProvostEdinburghN ov2018	70.76		00001-300520- 522403	Monique Elleboode	Yes
ccMoniqueE26072018458049	26/07/2018	Monique Elleboode	134.33	0.00	134.33		
GLOBAL-IMMIVISAS	89.00 USD	VisaMayorCommonWealthLocal GovtForumRwanda	134.33		00001-300520- 522313	Monique Elleboode	Yes
ccMoniqueE26102018471658	26/10/2018	Monique Elleboode	24.78	3.72	28.50		
IRONIC ON GEORGE	28.50 NZD	LunchCrsStaynesStedmanO'Mal ley23Oct2018	24.78		00001-300520- 522717	Monique Elleboode	Yes
ccMoniqueE27072018458252	27/07/2018	Monique Elleboode	591.30	88.70	680.00		
REAL JOURNEYS	680.00 NZD	Zone5&6StewartIslandFerry28/1 0/18	591.30		00001-300520- 522313	Monique Elleboode	Yes
ccMoniqueE28082018462333	28/08/2018	Monique Elleboode	8.87	1.33	10.20		
PULLMAN AKL RECEPTION	10.20 NZD	CreditCardVisaSurchargeCrHaw kins	8.87		00001-300520- 522717	Monique Elleboode	Yes
ccMoniqueE28082018462334	28/08/2018	Monique Elleboode	632.84	94.93	727.77		
PULLMAN AKL RECEPTION	727.77 NZD	AccomCrHawkinsHousingSumm itAKL22/8/18	632.84		00001-300520- 522305	Monique Elleboode	Yes
ccMoniqueE3072018454930	03/07/2018	Monique Elleboode	213.04	31.96	245.00		
KAKA RETREAT	245.00 NZD	AccomZone5&6StewartIslandD Cull	213.04		00001-300520- 522305	Monique Elleboode	Yes
ccMoniqueE3072018454931	03/07/2018	Monique Elleboode	213.04	31.96	245.00		
KAKA RETREAT	245.00 NZD	AccomZone5&6StewartIslandC Staynes	213.04		00001-300520- 522305	Monique Elleboode	Yes
ccMoniqueE4122018477193	04/12/2018	Monique Elleboode	95.65	14.35	110.00		
KORU NEW ZEALAND ART	110.00 NZD	GiftOscar+FedorKonyukhovRus sianRowers	95.65		00001-300520- 522403	Monique Elleboode	Yes
ccMoniqueE8022019485275	08/02/2019	Monique Elleboode	638.61	95.79	734.40		
HIGHVIEW APARTMENTS	734.40 NZD	OtagoMayoralForum/Accommod ation	638.61		00001-300520- 522305	Monique Elleboode	Yes
ccMoniqueE9072018455987	09/07/2018	Monique Elleboode	140.22	21.03	161.25		
Holiday Houses	161.25 NZD	HolidayHouses/CrHawkins/Zone 5&6/StewartIsland	140.22		00001-300520- 522305	Monique Elleboode	Yes
ccMoniqueE9072018456028	09/07/2018	Monique Elleboode	86.95	13.04	99.99		
FARMERS DUNEDIN	99.99 NZD	MicrowaveForCouncillors 5/7/18	86.95		00001-300520- 502686	Monique Elleboode	Yes
					8,155.30		

Expense reimbursement to 30.06.19 - Mayor

Employee	Date	Hours	Rate	Vendor
DAVE CULL	15/02/2019	Broadband charges	149.75	Vodafone
DAVE CULL	15/02/2019	GST (INPUT)	22.46	
	15/02/2019			
	Total		172.21	
		Ngai Tahu Treaty of Waitangi,		Meals- Vudu, The
DAVE CULL	01/03/2019	Queenstown	188.75	Grill,FINZ
DAVE CULL	01/03/2019	Koha - Waitangi Day	100.00	Koha
		Breakfast - Maori Participation		
DAVE CULL	01/03/2019	Working Party	36.52	Laneway
DAVE CULL	01/03/2019	GST (INPUT)	28.31	
DAVE CULL	01/03/2019	GST (INPUT)	5.48	
	01/03/2019			
	Total		359.06	

RULES FOR THE RECOVERY OF EXPENSES

The table below details the resources available to elected members, and the types of expenses for which members may seek reimbursement. The process to follow when seeking reimbursement is set out beneath the table, on page five.

Position	Expense Type	Description
Mayor	Car	The Mayor has the option of: <ul style="list-style-type: none"> • being provided with a Council car with unrestricted private use, offset by an adjustment in salary approved by the Remuneration Authority; <u>or</u> • being provided with a Council car for Mayoral use only. This option means the car can be driven home and garaged by the Mayor (providing he/she has an office set up in the home), but does not permit any private use. The car can also be used by other officers.
	Telephone	Full payment by the Council of: <ul style="list-style-type: none"> • home telephone rental, associated charges and national call charges • call charges for Council related international toll calls • monthly cell phone rental and all associated call charges
	Travel	Where the Mayor or the Mayor's authorised representative is accompanied by his/her partner (as authorised by the Council) on approved Council business, the Dunedin City Council will meet the cost of their economy air travel and other relevant travel and accommodation costs.
Mayor, Deputy Mayor and Councillors	Landline and Broadband Connection	Option of either: <ul style="list-style-type: none"> • up to \$250 per annum for landline and broadband connection, or • direct payment or reimbursement on production of an invoice of those costs that can be identified as relating to Council business.

Position	Expense Type	Description
	Conferences/Council Business	<p>Actual and reasonable registration, travel, accommodation, meal and related incidental expenses incurred by members in attendance at conferences and approved Council business on behalf of the Council, held both within New Zealand and overseas, provided:</p> <ul style="list-style-type: none"> • the related expenditure can be accommodated within the Civic budget • approval to attend the conference has been given by the Council or Council Standing Committee.
	Training/Seminars	<p>Actual and reasonable registration, travel, meal and related incidental expenses incurred by members attending training or seminars for the purpose of professional development provided:</p> <ul style="list-style-type: none"> • the expenditure can be accommodated within the relevant activity budget • approval to attend the training has been given by the relevant Standing Committee or where it is not practicable to seek approval of the Council Committee, then approval by the Mayor. • Note - this is for actual travel costs (petrol/diesel for example). Mileage is not payable for conference attendance.
	Computing Equipment/Laptops	<p>Option of either:</p> <ul style="list-style-type: none"> • Provision of a tablet device (for electronic agendas) and printer (if required) including full support and applications necessary for Council business, or • Provision of an annual allowance for any or all equipment provided by the elected members, as follows: <ul style="list-style-type: none"> ii) \$150 for a tablet iii) \$40 for a printer

Position	Expense Type	Description
	Mobile phone Mobile Phone Expenses	Option of either: <ul style="list-style-type: none"> • Provision of a mobile phone including full support and applications necessary for Council business or • \$60 where member provides own telephone Option of either: <ul style="list-style-type: none"> • \$400 per annum (\$33.33 per month) to cover council generated calls, texts and data through mobile phones, or • Reimbursement on production of an invoice of those costs that can be identified as relating to Council business.
	Stationery	Supply of reasonable amounts of paper, letterhead, business cards and envelopes and printer consumables for Council business.
	Car Parks	Provision of a car park (currently in Harrop St) for use on Council business
Community Board Chairpersons	Car Parks	Access to a Council car park (currently in Harrop St) for use on Council business.
	Mobile Phone Expenses	\$33.33 per month (\$400 pa) to cover Council generated calls, texts and data through mobile phones.
Community Board Members	Parking Expenses	Reimbursement of car parking expenses related to Community Board Meetings, Working Party or other Committee meetings held in the Civic Centre or Municipal Chambers during business hours, on receipt of a signed claim accompanied by a receipt.
	Conferences/Community Board Business	Actual and reasonable registration, travel, accommodation, meal and related incidental expenses incurred by members in attendance at conferences and approved Community Board business on behalf of the Community Board, held both within New Zealand and overseas, provided: <ul style="list-style-type: none"> • The related expenditure can be accommodated within the Civic budget

Position	Expense Type	Description
		<ul style="list-style-type: none"> Approval to attend the conference has been given by the Council or where it is not practicable to seek approval of the Council, then approval by the Mayor. <p>Note - this is for actual travel costs (petrol/diesel for example). Mileage is not payable for conference attendance.</p>
	Community Board Conference and Community Board forums	<p>The Council will cover the accommodation, travel and registration costs for one Community Board Member (per Community Board) to attend the Conference or Forum when it is held South Island, and two Community Board members in total to attend the conference or forum when they are held in the North Island.</p>
	Training/Seminars	<p>Actual and reasonable registration, travel, meal and related incidental expenses incurred by members attending training or seminars for the purpose of professional development provided:</p> <ul style="list-style-type: none"> the expenditure can be accommodated within the relevant activity budget approval to attend the training has been given by the relevant Standing Committee or where it is not practicable to seek approval of the Council Committee, then approval by the Mayor.

Position	Expense Type	Description
All Elected Members	Mileage	<p>Reimbursement of mileage will be paid for all travel to and from meetings at the Dunedin City Council Offices and Community Board Venues in excess of the threshold distance.</p> <p>For other travel by members, no threshold distance will apply. This includes meetings where elected members have been appointed by the Council to outside bodies.</p> <p>Mileage is payable for all travel in excess of the threshold distance. The threshold distance is 30 km per day</p> <p>Mileage will be paid on the following basis:</p> <ul style="list-style-type: none"> ▪ 74 cents per kilometre for the first 5000 km ▪ 37 cents per kilometre for all travel in excess of 5000 km <p>Where a Councillor is determined to be eligible for mileage, mileage will be calculated and paid based on the meeting schedule and meeting attendance. All other mileage will be paid to eligible members on receipt of a completed and signed mileage claim.</p>
	International Travel	<p>All elected representatives of the Dunedin City Council will travel by economy class subject to the inclusion of a 24-hour recuperation period in each individual's itinerary where any flight sector exceeds nine hours.</p>
	Air Points	<p>Should any elected representative of the Dunedin City Council accrue sufficient air points as a direct result of travel paid for by the Dunedin City Council, then these air points may be used to upgrade that individual's travel class from economy to business class on international travel for the Dunedin City Council. Should such an upgrade occur, the requirement for a 24-hour recuperation period may be waived.</p>

Position	Expense Type	Description
	Sister City	Other elected representatives visiting Sister Cities by invitation as part of an approved delegation will have their costs met at the discretion of the Council on a case-by-case basis. The Council will not meet the air travel costs of their partner.

REIMBURSEMENTS TO ELECTED MEMBERS – PROCESS TO FOLLOW

The procedures for reimbursement are as follows:

1. Reimbursements will be made via the payroll system. The procedure is:
 - a) A reimbursement claim form is to be completed by the claimant. (These are available from Payroll or the Governance Support Officers. The claim form is to set out the reason for the expenditure, and the amount).
 - b) Where GST is to be claimed this must be supported by tax invoices.
 - c) In any event, the claim form must be supported by invoices or evidence of the amount, details of the goods or services etc. Should the expense be one for which no invoice can be obtained, a note explaining this can be attached in lieu of an invoice.
 - d) All amounts claimed are to be in New Zealand currency. Where foreign currency is involved, each invoice must have written on it the NZD amount which is being claimed, together with the exchange rate used. Note that the exchange rate to be used is that which applied to the actual transaction.
 - e) The reimbursement claim form is to be completed and approved by the Group Manager Corporate Services who will provide the details of the general ledger code to which the amount is to be charged.
 - f) The claim will be forwarded to Payroll and the reimbursement will be included in the next payroll payment to the elected member.
2. All reimbursement claim forms will be held in one file in the Payroll Section.
3. Elected members should claim expenses such as mileage, vehicle usage and use of own residence through their tax returns and not by seeking reimbursement from Council. However, some mileage expenses (as detailed in the table above) will be reimbursed via the Payroll system.

INTERNAL CONTROL

An Expenditure Officer will carry out random checks on reimbursement claim forms.