

RULES FOR THE RECOVERY OF EXPENSES AND CHILDCARE

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	<p>The Mayor has the option of:</p> <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.
Mayor, Deputy Mayor and Councillors	Landline and Broadband Connection	<ul style="list-style-type: none"> up to \$ 800 per annum for broadband connection.
	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 Mayor and Manager Governance
	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 Mayor. Note – this is for actual travel costs (petrol/diesel for example). Mileage is not payable for conference attendance.

Position	Expense Type	Description
	Computing Equipment/Laptops	Option of either: <ul style="list-style-type: none"> Provision of an iPad Pro (for electronic agendas) including full support and applications necessary for Council business, and A Dell Laptop with Windows 10.
	Mobile phone	DCC phone: <ul style="list-style-type: none"> Provision of an Apple iPhone 13 or a Samsung S22 mobile phone and corporate plan (data, texts and voice) including full support and applications necessary for Council business or
	Mobile Phone Expenses (Own Phone)	If providing own phone then: <ul style="list-style-type: none"> Up to \$500 per annum (\$ 41.66 per month) to cover council generated calls, texts and data through mobile phones.
	Stationery	Supply of reasonable amounts of paper, letterhead, business cards and envelopes and printer consumables for Council business. Reimbursement of ICT consumables such as paper and ink cartridges of up to \$200 during the term of the determination.
Community Board Chairpersons	Car Parks	Provision of a single car park (currently in Harrop St).
	Mobile Phone Expenses	Access to a Council car park (currently in Harrop St) for use on Council business.
Community Board Members	Parking Expenses	\$500 per annum (\$41.66 per month) to cover Council generated calls, tests and data through mobile phones.
	Conferences/Community Board Business	Reimbursement of car parking expenses related to Community Board Meetings, Working Party or other Committee meetings held outside the Board area during business hours, on receipt of a signed claim accompanied by a receipt.
		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 Board or the 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	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.
	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 Mayor and the Manager Governance.

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>Mileage is payable for all travel in excess of the threshold distance. The threshold distance is 50 km per day.</p> <p>Mileage will be paid on the following basis:</p> <p>For a petrol or diesel vehicle</p> <ul style="list-style-type: none"> • 95 cents per km for the first 14,000 km of eligible travel then • 34 cents per km for travel in excess of 14,000 km <p>For a petrol hybrid car</p> <ul style="list-style-type: none"> • 95 cents per km for a petrol hybrid car for the first 14,000 km of eligible travel then • 20 cents per km for travel in excess of 14,000 km <p>For an electric vehicle</p> <ul style="list-style-type: none"> • 95 cents per km for the first 14,000 km of eligible travel then • 11 cents per km for travel in excess of 14,000 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>
	Use of Public Transport, Micromobility Vehicles or Bicycles	Reimbursement of actual and reasonable costs incurred by members who use public transport, micromobility vehicles and bicycles for travel on local authority business, upon production of receipts or satisfactory.
	International Travel	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.

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	Air Points	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 on international travel for the Dunedin City Council. Should such an upgrade occur, the requirement for a 24-hour recuperation period may be waived.
	Sister City	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.
	Childcare Allowance	<p>A member is eligible to be paid a childcare allowance for a child if:</p> <ul style="list-style-type: none"> • The member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and • The child is aged under 14 years of age; and • The childcare is provided by a person who <ul style="list-style-type: none"> ○ is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and ○ Does not ordinarily reside with the member; and • The member provides evidence satisfactory to the local authority of the amount paid for childcare. • The childcare allowance will not exceed more than \$6,000 per annum, per child.

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 Manager Governance 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.

Approved at 27-7-2021 Council meeting