

30 August 2019

Chris Morris
Reporter
Otago Daily Times

E-mail: chris.morris@odt.co.nz

Dear Chris

Local Government Official Information and Meetings Act 1987 (LGOIMA) – Elected Members Expenses

I refer to you re-mail of 12 July requesting the following information:

1. A list of the types of expenses elected members (councillors and community board members) are able to claim back.

Please find attached a copy of The Rules for Recovery of Expenses which was adopted in June 2016. This outlines the various expenses that the elected members are entitled to receive.

2. A list showing the total amount of expenses each city councillor has claimed so far this term, and a breakdown/subtotal for each area/category of expense.

Attached is a spreadsheet showing all of the expense claims made by Councillors. All costs are GST exclusive. Mileage claimed by some Councillors for travel to and from meetings is also included and is calculated in accordance with the Remuneration Authority determination.

In addition to the expenses shown on the spreadsheet, and as shown in the Rules for Recovery of Expenses, Councillors receive \$33 per month for broadband. Those using personal cell phones also receive \$33 per month, which is equivalent to the cost to council where a Councillor is using a council owned cell phone.

3. A list showing the total amount of expenses each community board member has claimed so far this term, and a breakdown/subtotal for each area/category of expense.

The spreadsheet also contains information relating to claims by Community Board members. The majority of these claims are paid for by their Project Fund and are normally for work within the community. However, as the Boards only have one finance code for this fund they are mostly shown as Grants to Clubs. Claims could include purchase of food for community awards and so on.

4. A list of individual expense claims/receipts for each elected member for this term, if available.

We are unable to provide the receipts for each individual expense claimed by each elected member due to substantial collation and research, therefore pursuant to section 17 (f) of LGOIMA this part of your request is declined. To provide the information requested would involve obtaining records off site and searching through hundreds of expense forms to find the receipts for each elected member. I note however that the attached spreadsheets show each individual line item of expenses claimed.

As we have declined to provide some information you are advised that you have a right to seek a review of this decision by the Office of the Ombudsman.

Yours faithfully



Jennifer Lapham
Governance Support Officer



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.



DUNEDIN CITY

COUNCIL

Kaunihera-a-rohe o Otepoti

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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"> li) \$150 for a tablet lii) \$40 for a printer



Position	Expense Type	Description
	Mobile phone	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
	Mobile Phone Expenses	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	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.
	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 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.

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.

Community Boards Reimbursement of Expenses				
Name	F/E Date	Code name	Amount	Description
GRIFFIN F	26/05/2017	REIMBURSEMENT OF EXPENSE	29.35	Grants to clubs
GRIFFIN F Total			29.35	
JONES R W	14/04/2017	REIMBURSEMENT OF EXPENSE	16.25	Grants to clubs
JONES R W	16/03/2018	REIMBURSEMENT OF EXPENSE	22.00	Grants to clubs
JONES R W	16/03/2018	REIMBURSEMENT OF EXPENSE	85.00	Grants to clubs
JONES R W Total			123.25	
NEILL C M	25/11/2016	REIMBURSEMENT OF EXPENSE	36.52	Grants to clubs
NEILL C M	27/10/2017	REIMBURSEMENT OF EXPENSE	73.64	Grants to clubs
NEILL C M Total			110.16	
NITIS S J	26/05/2017	REIMBURSEMENT OF EXPENSE	38.98	Grants to clubs
NITIS S J	07/07/2017	REIMBURSEMENT OF EXPENSE	1,369.81	Refund - community project
NITIS S J	16/03/2018	REIMBURSEMENT OF EXPENSE	689.13	Refund - community project
NITIS S J	06/07/2018	REIMBURSEMENT OF EXPENSE	190.44	Catering
NITIS S J	28/09/2018	REIMBURSEMENT OF EXPENSE	25.00	Grants to clubs
NITIS S J	15/03/2019	REIMBURSEMENT OF EXPENSE	59.22	Taxis
NITIS S J Total			2,372.58	
STENHOUSE L M	17/02/2017	REIMBURSEMENT OF EXPENSE	22.60	Grants to clubs
STENHOUSE L M	17/03/2017	REIMBURSEMENT OF EXPENSE	81.10	Grants to clubs
STENHOUSE L M	31/03/2017	REIMBURSEMENT OF EXPENSE	40.58	Grants to clubs
STENHOUSE L M	16/02/2018	REIMBURSEMENT OF EXPENSE	26.09	Grants to clubs
STENHOUSE L M	25/05/2018	REIMBURSEMENT OF EXPENSE	21.74	Grants to clubs
STENHOUSE L M	08/06/2018	REIMBURSEMENT OF EXPENSE	149.36	Grants to clubs
STENHOUSE L M Total			341.47	
WALKER S A	31/03/2017	REIMBURSEMENT OF EXPENSE	240.00	Accomodation domestic
WALKER S A Total			240.00	
WEATHERALL S	14/09/2018	REIMBURSEMENT OF EXPENSE	71.73	Grants to clubs
WEATHERALL S	10/05/2019	REIMBURSEMENT OF EXPENSE	43.48	Grants to clubs
WEATHERALL S Total			115.21	
Grand Total			3,332.02	

Mayor and Councillors Reimbursement of Expenses				
Name	F/E Date	Code name	Amount	Description
BENSON-POPE D H	23/11/2018	REIMBURSEMENT OF EXPENSE	295.87	Catering
BENSON-POPE D H	07/06/2019	REIMBURSEMENT OF EXPENSE	19.13	Other travel
BENSON-POPE D H Total			315.00	
CULL D C	23/12/2016	REIMBURSEMENT OF EXPENSE	100.00	Gifts
CULL D C	21/07/2017	REIMBURSEMENT OF EXPENSE	140.88	Meals
CULL D C	21/07/2017	REIMBURSEMENT OF EXPENSE	109.92	Other travel
CULL D C	24/11/2017	REIMBURSEMENT OF EXPENSE	50.00	Gifts
CULL D C	16/03/2018	REIMBURSEMENT OF EXPENSE	10.00	Sundry expenses
CULL D C	16/03/2018	REIMBURSEMENT OF EXPENSE	92.79	Meals
CULL D C	11/05/2018	REIMBURSEMENT OF EXPENSE	15.64	Grants
CULL D C	15/02/2019	REIMBURSEMENT OF EXPENSE	149.75	Civic - telecommunications
CULL D C	01/03/2019	REIMBURSEMENT OF EXPENSE	36.52	Meals
CULL D C	01/03/2019	REIMBURSEMENT OF EXPENSE	188.75	Meals
CULL D C	01/03/2019	REIMBURSEMENT OF EXPENSE	100.00	Gifts
CULL D C Total			994.25	
GAREY C P	23/12/2016	REIMBURSEMENT OF EXPENSE	36.52	Sundry expenses
GAREY C P	08/12/2017	REIMBURSEMENT OF EXPENSE	38.70	Other travel
GAREY C P	05/01/2018	REIMBURSEMENT OF EXPENSE	43.43	Civic - Stationery
GAREY C P	05/01/2018	REIMBURSEMENT OF EXPENSE	46.07	Sister Cities - Gifts
GAREY C P	05/01/2018	REIMBURSEMENT OF EXPENSE	28.26	Sister Cities
GAREY C P	11/05/2018	REIMBURSEMENT OF EXPENSE	39.13	Meals
GAREY C P	25/05/2018	REIMBURSEMENT OF EXPENSE	16.51	Sundry expenses
GAREY C P	06/07/2018	REIMBURSEMENT OF EXPENSE	44.78	Taxis
GAREY C P	06/07/2018	REIMBURSEMENT OF EXPENSE	17.39	Meals
GAREY C P	06/07/2018	REIMBURSEMENT OF EXPENSE	4.35	Sundry expenses
GAREY C P	09/11/2018	REIMBURSEMENT OF EXPENSE	6.87	Meals
GAREY C P	09/11/2018	REIMBURSEMENT OF EXPENSE	269.69	Meals
GAREY C P	09/11/2018	REIMBURSEMENT OF EXPENSE	37.02	Taxis
GAREY C P Total			628.72	
HAWKINS A G	12/05/2017	REIMBURSEMENT OF EXPENSE	101.56	Other travel
HAWKINS A G	21/07/2017	REIMBURSEMENT OF EXPENSE	838.63	Accommodation domestic
HAWKINS A G	11/05/2018	REIMBURSEMENT OF EXPENSE	154.52	Taxis
HAWKINS A G	06/07/2018	REIMBURSEMENT OF EXPENSE	188.82	Taxis
HAWKINS A G	31/08/2018	REIMBURSEMENT OF EXPENSE	100.00	Civic - air fares domestic
HAWKINS A G	31/08/2018	REIMBURSEMENT OF EXPENSE	42.17	Taxis
HAWKINS A G	31/08/2018	REIMBURSEMENT OF EXPENSE	40.00	Meals
HAWKINS A G	12/04/2019	REIMBURSEMENT OF EXPENSE	127.55	Taxis
HAWKINS A G Total			1,593.25	
LAUFISO M E	23/11/2018	REIMBURSEMENT OF EXPENSE	95.65	Civic - air fares domestic
LAUFISO M E Total			95.65	
LORD M L	20/01/2017	REIMBURSEMENT OF EXPENSE	50.00	Gifts
LORD M L Total			50.00	
O'MALLEY J P	22/06/2018	REIMBURSEMENT OF EXPENSE	59.13	Sundry expenses
O'MALLEY J P Total			59.13	
WHILEY A P	09/12/2016	REIMBURSEMENT OF EXPENSE	390.44	Civic - air fares domestic
WHILEY A P	11/05/2018	REIMBURSEMENT OF EXPENSE	216.19	Civic - air fares domestic
WHILEY A P	09/11/2018	REIMBURSEMENT OF EXPENSE	392.46	Other travel
WHILEY A P	26/04/2019	REIMBURSEMENT OF EXPENSE	24.35	Other travel
WHILEY A P Total			1,023.44	
Grand Total			4,759.44	

Councillor mileage payments

November 2016 - June 2019 Payment

Cr Mike Lord	\$4,990.24
Cr Jim O'Malley	\$343.29
Cr Kate Wilson	\$7,962.98

July 2019 - August 2019

Cr Mike Lord	\$216.46
Cr Jim O'Malley	\$124.82 (Includes travel to Regional Transport Meeting in Balclutha)
Cr Kate Wilson	\$663.60