

Document No: A420244

Report To: Audit and Risk Committee



Meeting Date: 12 February 2019

Subject: Declaration of Members' Conflicts of Interest

Purpose of Report

- 1.1 The purpose of this business paper is for elected members to –
- 1 Declare interests that may create a conflict with their role as an elected member relating to the business papers for this meeting, and
 - 2 Declare any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 29168.

Commentary

2.1 **Conflicts of Interest**

2.2 Every elected member has a number of professional and personal links to their community. They may own a business or be a member on a board or organisation. They may have a pecuniary (financial) interest or a non-pecuniary (non-financial) interest. These interests are a part of living in the community which they need to make decisions about in their role with Council.

2.3 Elected members are governed by the Local Authorities (Members' Interests) Act 1968 and are guided by the Auditor-General in how this Act is administered. In relation to pecuniary interests, the two underlying purposes of the Act are to:

- ensure members are not affected by personal motives when they participate in local authority matters; and
- in contracting situations, prevent members from using their position to obtain preferential treatment from the authority (the Council).

2.4 Non-pecuniary interests relate to whether an elected member could be in danger of having a real or perceived bias for an issue under consideration.

2.5 Elected members will also have interests that are considered no greater than the public at large. For example, most elected members will own a property and therefore be a ratepayer in the Waitomo District.

2.6 Conflicts of interest at times cannot be avoided, and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.

2.7 **Declarations of Interest**

2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves and spouses or partners. It is

up to the elected member to judge whether they have any interests to declare. Some elected members may have none.

- 2.9 As well as this, elected members may decide that they have an interest in a particular issue or item to be discussed at a meeting. There is a standing item on every meeting agenda for elected members to declare conflicts of interest.
- 2.10 Members who have declared an interest in any matters that are due to be considered at a Council or Committee meeting should declare that they have an interest in the matter, leave the table and not take part in any discussion, debate or vote on that matter.
- 2.11 Attached to and forming part of this business paper is information to assist elected members in determining conflicts of interest.

Declarations

Mayor Hanna will invite elected members to give notice of any conflicts of interest relating to the business for this meeting.

In the event of a Declaration being made, the elected member must provide the following information relating to the Declaration:

Name:	
Item of Business on the Agenda:	
Reason for Declaration:	



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Local Authority (Members' Interests) Act 1968

- 3.1 The Local Authority (Members' Interests) Act 1968 helps to protect the integrity of local authority decision-making by ensuring that Councillors are not affected by personal motives when they participate in Council decision-making and cannot use their position to obtain preferential access to contracts. This Act deals with two forms of "interest":
1. Pecuniary
 2. Non-pecuniary
- 3.2 **Pecuniary Interest**
- 3.3 The **two** specific rules in the Act are that members cannot:
1. Enter into contracts with their local authority worth more than \$25,000 (including GST) in a financial year unless the Auditor-General approves the contracts (referred to as the contracting rule). Breach of this rule results in automatic disqualification from office; and
 2. Participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (referred to as the participation rule). Breach of this rule is a criminal offence and conviction results in automatic disqualification from office
- 3.4 A pecuniary interest is one that involves money. This could be direct or indirect. It is sometimes difficult to decide whether an interest in a particular matter is pecuniary or some other kind. It is always the responsibility of elected members to make this decision, to declare any interest when appropriate and to ensure that as an elected member you comply with the Act's requirements at all times. The Act generally provides that no person shall be capable of being a member of Council if that person is concerned or interested in any contracts with the Council where the total payments made by the Council in respect of such contracts exceeds \$25,000 in any one financial year.
- 3.5 The Act also provides that an "interest" exists where a member's spouse is involved and/or where a member or their spouse is a major shareholder or have control or management of a company which contracts with Council or where the company has a pecuniary interest in the decision. It may also apply where your family trust has a contract with the Council.
- 3.6 The Act does provide that on application to it the Office of the Auditor General may give specific approval to a member being concerned or interested in a particular contract, in which case the provisions of the Act will not disqualify the Councillor from remaining in office. The approval needs be gained before the contract concerned is entered into.
- 3.7 The Act also requires that a member shall not vote or take part in the discussion of any matter in which he/she has any pecuniary interest, other than an interest in common with the public. This interest is required to be declared by the member and is noted in the minutes.
- 3.8 The Office of the Auditor General is the agency, which oversees this legislation and it also has the responsibility and power to institute proceedings against any member. The Act does not define pecuniary interest, however the Office of the Auditor-General uses the following test: "Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned."

- 3.9 In deciding whether you have a pecuniary interest you should consider the following factors: What is the nature of the decision being made? Do I have a financial interest in that decision – do I have a reasonable expectation of gain or loss of money as a result of making that decision? Is my financial interest one that is in common with the public? Do any of the exceptions in the Act apply to me? Could I apply to the Auditor-General for approval to participate?
- 3.10 Further guidance is provided in the booklet “Guidance for members of local authorities about the Local Authorities (Members’ Interests) Act 1968” which has been provided to 5 elected members. It is important that you pay particular attention to the contents of this booklet as this is one of the few areas of the Council’s business where staff do not set out to provide pro-active advice and members are personally liable for compliance with the provisions of this Act.

3.11 Non-Pecuniary Interest

- 3.12 Non-pecuniary interest is any interest the member may have in an issue that does not involve money. A common term for this is “bias” or pre-determination. Rules about bias operate not only to ensure that there is no actual bias, but also so there is no appearance or possibility of bias. The principle is that justice should not only be done, but it should be seen to be done. Bias may be exhibited where:-
- By their statements or conduct a member may indicate that they have predetermined the matter before hearing or considering all of the relevant information on it (including the Council’s debate); or
 - The member has a close relationship with an individual or organisation affected by the matter.
- 3.13 Non-pecuniary interest is a difficult issue as it often involves matters of perception and degree. The question you need to consider, drawn from case law, is: “Is there, to a reasonable, fair-minded and informed observer, a real indication of bias on the part of a member of the decision making body, in the sense that they might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?” If there is, the member should declare their interest and withdraw from the debate and take no further part in the discussion of this item. The law about bias does not put you at risk of personal liability. Instead, the validity of the Council’s decision could be at risk. The need for public confidence in the decision-making process is paramount and perception can be an important factor. Again the booklet provided by Office of the Auditor General provides some excellent advice and information on this issue.

Waitomo District Council Procurement Policy – 23 February 2013

4.1 The following is an extract from the Procurement Policy:

2.1.11 Conflicts of Interest

WDC procurement process will be conducted with a spirit of probity demonstrating:

- *integrity;*
- *honesty;*
- *transparency;*
- *openness;*
- *independence;*
- *good faith; and*
- *service to the public.*

A conflict of interest occurs where:

A member's or official's duties or responsibilities to Council could be affected by some other interest or duty that the member or official may have.

The other interest or duty might exist because of:

- *holding another public office;*
- *being an employee, advisor, director, or partner of another business or organisation;*
- *pursuing a business opportunity;*
- *being a member of a club, society, or association;*
- *having a professional or legal obligation to someone else (such as being a trustee);*
- *owning a beneficial interest in a trust;*
- *owning or occupying a piece of land;*
- *owning shares or some other investment or asset;*
- *having received a gift, hospitality, or other benefit from someone;*
- *owing a debt to someone;*
- *holding or expressing strong political or personal views that may indicate prejudice or predetermination for or against a person or issue ; or*
- *being a relative or close friend of someone who has one of these interests, or who could otherwise be personally affected by a decision of Council*

A relative or close friend includes:

- *For matters covered by the Local Authorities (Members' Interests) Act 1968, the interests of a spouse, civil union partner, or de facto partner must be considered.*
- *Generally, the interests of any relative who lives with the member or official (or where one is otherwise dependent on the other) must be treated as being effectively the same as an interest of the member or official.*
- *For other relatives, it will depend on the closeness of the relationship, but it will usually be wise not to participate if relatives are seriously affected*
- *Where Council's decision or activity affects an organisation that a relative or friend works for, it is legitimate to take into account the nature of their position or whether they would be personally affected by the decision.*

Examples of potential conflicts of interest include:

- *conducting business on behalf of Council with a relative's company;*
- *owning shares in (or working for) particular types of organisation that have dealings with (or that are in competition with) Council;*

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- *deliberating on a public consultation process where the member or official has made a personal submission (or from making submissions at all, in areas that directly relate to the entity's work);*
- *accepting gifts in connection with their official role; or*
- *influencing or participating in a decision to award grants or contracts where the member or official is connected to a person or organisation that submitted an application or tender.*

All elected members, WDC staff or advisers involved in a procurement process are required to declare any other interests or duties that may affect, or could be perceived to affect, their impartiality. WDC will then decide the steps necessary to manage the conflict, having regard to any relevant statutory requirements. WDC will maintain a register of declarations of conflicts of interest that records any conflicts of interest and how they will be managed.

An annual update of the register will be coordinated and maintained by the Executive Office.

Under no circumstances will a procurement process allow as an outcome of that process a circumstance where Council elected members, WDC staff or advisers to receive preferential treatment.

Before you participate in any Council decision ...

CONFLICTS OF INTEREST

Check you don't have a pecuniary interest and that there is no bias or predetermination.

1. Pecuniary Interest (Local Authorities (Members' Interests) Act 1968)

Could any of the proposals or decisions being considered by the Council lead to some sort of financial benefit or disadvantage for you or your partner/spouse or anyone financially dependent on you?

For instance, you will have a pecuniary interest where:

- You own or have shares in a café in a town and Council is considering whether to impose a ban on freedom camping in that town through a bylaw amendment, which would substantially reduce the number of customers to the café.
- You, your spouse, or family members are owners, directors or shareholders in a local business and Council is considering whether to improve the footpaths and roads that the business is situated on.
- Your partner works in a senior role for a construction firm that is bidding for a Council contract, and the Council is deciding on the preferred tender.
- You own a coastal residential property subject to erosion and the Council is considering whether to build a sea wall, which would protect you and your neighbours.
- You and your spouse own a farm and hold a resource consent to take water to support farming activities, and the Council is deciding whether or not to increase water monitoring charges, which could have the effect of increasing your annual fees as a consent holder by approximately \$200.

Yes

Is the financial benefit or disadvantage common to a large group of the public?

For instance:

- Your interest will be in common with the public if you are a ratepayer and the Council is proposing an increase in the uniform general charge or general rate.
- Your interest will not be in common with the public if the Council is proposing to impose a targeted rate on you and others who live in your street that will have the effect of increasing your rates by \$100.
- Your interest will be in common with the public if you own a residential property in town and the Council is considering major upgrades to the town's water supply.
- Your interest will not be in common with the public if you own the property immediately adjacent to a reserve, and the Council is considering whether to sell the reserve to a developer.

No

Potential or actual conflict – get advice or don't participate

No

2. Non-pecuniary interests - bias/predetermination

Is there something about you or someone close to you that could mean you might be perceived as not being impartial or as having a closed mind on the Council decision?

For instance, there may be bias or predetermination where:

- The Council is deciding whether to fluoridate the local water supply, and you are a member of the DHB and helped draft and present its submission to the Council strongly supporting fluoridation.
- Your brother holds a senior position in an engineering firm that is bidding for the contract to maintain the Council's wastewater pipes, and Council is deciding who to award the contract to.
- The Council is deciding whether to amend the rules in its regional plan about dairy effluent, and you are both a farmer and on the executive for the local Federated Farmers group, which has submitted on the proposed amendment.
- The Council is deciding whether or not to grant a resource consent that could have significant effects on the population of a native and endangered beetle. You are President of a local action group established to save the beetle.
- The Council is considering an amendment to its alcohol control bylaw that would introduce an alcohol ban along the main street of a local town, and your best friend owns the local pub in the town and has made a submission to the Council enthusiastically supporting the ban.
- The Council is deciding where to locate a new multi-sports stadium in the district, and you are a member of a local community board that recently took a proposal to Council seeking a new sports stadium in the community board area, and you took an active role in developing and presenting the proposal.
- A local business has sought an economic development grant from the Council, and the Council must decide whether to award the grant. The application was made by the business' general manager, who happens to be a neighbour with whom you have a very unhappy relationship (eg yelling matches, vandalism, complaints to the Police).
- Your sister-in-law is a property developer and is seeking a very advantageous agreement with the Council on development contributions for her latest subdivision, and the Council is deciding its negotiation parameters for the agreement.
- The Council has issued a request for tenders for its legal services and must decide who to appoint to its panel of legal providers, but in the meantime you have accepted repeated invitations to dinner, tickets for events, and a free Christmas ham, from one of the law firms that is tendering for the Council's work.
- A proposal to build a new dam has been controversial in the community for some time, and you have previously stated on your Facebook page that "The only way forward is to build the dam; there are no other options. I'll resign as a councillor if it doesn't go ahead". Following this, the Council used the special consultative procedure to hear submissions on the dam proposal and must now decide whether to proceed.
- The Council is considering the list of recipients for a Triennial Grant, one of the applicants is an organisation that you are a Chairperson or committee member.

Yes

Potential or actual conflict – get advice or don't participate

No

No conflict, okay to participate

Interests v conflicts

Sometimes you may have an *interest* that does not necessarily create a *conflict* of interest.

Even if there is no conflict, all interests must be declared (at the appropriate time during a relevant meeting and/or recorded in the Council's Interests Register).

Need advice?

Talk to:

- The Chief Executive or Mayor
- Your own lawyer
- Office of the Auditor-General (for pecuniary interests only - the OAG cannot provide clearance on bias/predetermination)

More detailed guidance from the OAG is available at:
<https://www.oag.govt.nz/2010/lamia/docs/local-authorities-members-interests-act.pdf>

Remember: If in doubt, stay out!

**WAITOMO DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE**

**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT
AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN
STREET, TE KUITI ON TUESDAY 29 OCTOBER 2018 AT 9.00AM**

PRESENT: Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Allan Goddard, Janene New and Sue Smith and Independent Member Bruce Robertson

IN ATTENDANCE: Bruno Dente and Matt Laing (Deloitte) for part only

Chief Executive (for part only), Executive Assistant (for part only), Group Manager – Corporate Services (for part only), General Manager – Infrastructure Services (for part only) and Group Manager – Environmental Services (for part only)

1. Declarations of Member Conflicts of Interest
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No declarations were.

2. Confirmation of Minutes – 21 August 2018
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Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting of 21 August 2018, including the Public Excluded minutes, be confirmed as a true and correct record.

Whitaker/Robertson Carried

3. Mastercard Expenditure Report (August 2018 to September 2018)

The Committee considered a business paper presenting for the Committee's information and consideration, details of expenditure incurred via WDC issued Corporate Mastercards.

The Executive Assistant expanded verbally on the business paper and answered Members' questions.

The Committee discussed the reimbursement of Mastercard charges for private portions of a purchase i.e. partner expenses at conferences and agreed that an invoice should be generated for all of these types of expenditure.

The Committee discussed and agreed there is a need for a Policy regarding expenditure for acknowledgements of Long Service and Farewell Gifts.

Resolution

The Mastercard Expenditure Report for the period August 2018 to September 2018 be received.

New/Whitaker Carried

The Group Manager – Corporate Services entered the meeting at 9.20am.

4. Financial and Non-financial Report to 30 September 2018

The Committee considered a business paper presenting the financial and non-financial results for the period ended 30 September 2018.

The Group Manager – Corporate Services and General Manager – Infrastructure Services expanded verbally on the business paper and answered Members' questions.

Resolution

The business paper on Financial Report for the period ended 30 September 2018 be received.

Goddard/Brodie Carried

The General Manager – Environmental Services entered the meeting at 9.50am.

5. Progress Report: Regulation and Resource Management

The Committee considered a business paper providing a progress report on the monitoring and enforcement functions undertaken by the Compliance Group during the 2017/18 financial year, and the financial year to date (1 July 2018 to 30 September 2018), including the activities planning, building, environmental health, licensed premises, animal control and monitoring and enforcement.

The General Manager – Environmental Services expanded verbally on the business paper and answered Members' questions.

The Committee asked that a more detailed set of Guidelines could be developed for Alcohol Licence related Applications.

The Chief Executive entered the meeting at 9.55am.

Resolution

The Progress Report: Resource Consent – Compliance Monitoring be received.

Whitaker/New Carried

The General Manager – Environmental Services left the meeting at 10.05am.

6. Progress Report: WDC Resource Consent – Compliance Monitoring

The Committee considered a business paper providing a progress report on compliance reporting against Resource Consent conditions.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Resource Consent – Compliance Monitoring be received.

Whitaker/Brodie Carried

7. Motion to Exclude the Public for the consideration of:	A394694
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The Committee considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public and/or staff from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 The Committee agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Chief Executive
Executive Assistant
Group Manager – Corporate Services
General Manager – Infrastructure Assets

except for a portion of the Deputation from Deloitte where all staff will be asked to leave the meeting.

- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Deputation: Deloitte – Presentation of Audit Report	7(2)(f) maintain the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty;	48(1)(d)
2. Progress Report: Health and Safety	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: Risk Management – Procurement/ Contract Schedule	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

Whitaker/Smith Carried

8. Resolution to Reopen the Meeting to the Public

Resolution

The meeting be re-opened to the public following the public excluded Deputation from Deloitte.

Whitaker/Smith Carried

The General Manager – Infrastructure Services left the meeting at 11.25am.

9. Recommendation to Council: Adoption of Annual Report 2017/2018

Council considered a business paper presenting the Draft Annual Report 2018/2018 for consideration and, subject to any amendments, recommendation to Council for adoption.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members' questions.

The Committee noted the following for correction/amendment to the Draft Annual Report:

- Reference to Picture on Front Cover – correct to Waitomo District Aquatic Centre
- Several references throughout document, including Message from the Mayor and CEO relating to the accessway to the Band Rotunda do not reflect this work was a joint project with Rotary and not a solely WDC project.
- Page 15 - We unvested \$9.9 million in Capital Projects, Bullet Point 7 – change "river" to read "Mangaokewa River".

- Page 18 – Economic Development, Bullet Point 5 – amend to read: “A Travel Trade event in Sydney for the Middle-earth Partnership Product - Experience The Trilogy. 100 Australian Travel Traders attended the event.”
- Page 51 – Footnotes. Include estimated compliance dates for Piopio, Mokau and Benneydale if known
- Page 55 – Photo. Correct caption to read “MANGAOKEWA ROAD” not Manganui Road.
- Page 58 – Photo. Correct caption to read “MUD AND DEBRIS AS A REUSLT OF SLIP ON MANGAOKEWA ROAD” not Manganui Road.

Resolution

- 1 The business paper on Recommendation to Council: Adoption of Annual Report 2017/2018 be received.
- 2 The Audit and Risk Committee recommend the audited Annual Report 2017/2019 be referred to Council for adoption subject to the amendments identified by the Committee.

Robertson/Goddard Carried

There being no further business the meeting closed at 11.50am

Dated this day of 2019.

BRIAN HANNA
MAYOR

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Document No: A411623

Report To: Audit and Risk Committee



Meeting Date: 12 February 2019

**Subject: Mastercard Expenditure Report
October 2018 to December 2018**

Purpose of Report

- 1.1 The purpose of this business paper is to present for the Committee's information and consideration, details of expenditure incurred via WDC issued Corporate Mastercard.

Commentary

2.1 Introduction

2.2 In today's technological climate, the use of credit cards is an everyday norm. The issue of WDC Corporate Mastercards is also deemed a prudent and sometimes necessary form of currency.

2.3 Many purchases can be made online with discounts not applicable through other purchasing avenues, necessitating the use of a credit card. In other circumstances the only purchase method available is online. Online purchases also significantly reduce staff time in making purchases.

2.4 From time to time WDC's Senior Management Team incur work related expenses where the use of a WDC corporate credit card is the most expedient method of payment. The use of corporate credit cards avoids time consuming processes for the arranging pre-purchase cheques, petty cash or making payment personally and claiming back the expense after the fact.

2.5 Acknowledgement of Risk

2.6 However, it is also acknowledged that as with dealing with any type of cash equivalent, there is always a risk.

2.7 To mitigate the level of risk in WDC employees utilising credit cards, WDC has an implemented Credit Card Policy.

2.8 Policy

2.9 A copy of the **Credit Card Policy** is attached to and forms part of this business paper for information.

2.10 A summary of the Policy is as follows:

- Provides guidance on the use of a WDC Corporate Credit Card
- Limits approval of the issue of any credit card to the Chief Executive
- Requires a bi-annual review of both Cardholders and the Policy
- Details what is valid expenditure and what is not
- Makes an allowance for exceptional circumstances

- Requires all credit card purchases (both online and telephone) to reflect good security practice, to meet the criteria of WDC's Procurement Policy and comply with authorized Financial Delegations.
- Requires reimbursement of any unauthorized expenditure.
- Details the procedure for documenting monthly statements, monitoring by the Chief Executive and the approval (sign-off) of expenditure.
- Details card "limits" and the process for dealing with lost or stolen cards

2.11 **Presentation of Expenditure Details**

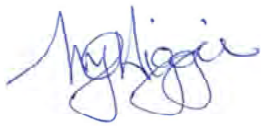
2.12 Copies of the monthly "Mastercard Statement Authorisation Forms" as explained in the Policy, will be presented to each Audit and Risk Committee Meeting.

2.13 Only copies of the actual signed Authorisation Form will be included. The supporting invoices/receipts will not be included in any Agendas, however should a Committee Member wish to view any of this supporting information, that information can be made available by arrangement.

2.14 Attached for the Committee's information are copies of signed Authorisation Forms for the period October 2018 to December 2018.

Suggested Resolution

The Mastercard Expenditure Report for the period October 2018 to December 2018 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachments: Credit Card Policy (Doc A207793)

Mastercard Statement Authorisation Forms for:

- October 2018
- November 2018
- December 2018



Credit Card Policy

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1.0 Policy Background

- 1.1 This policy is intended to provide guidance on the use of Corporate Credit Cards.

2.0 Eligibility for Credit Cards

- 2.1 This policy authorises the issue of credit cards to:
- Members of the Executive Management Team
 - The Executive Assistant to the Mayor and Chief Executive
 - The Mayor

3.0 Issuance of Additional Cards

- 3.1 The Chief Executive may approve the issue of additional cards to staff where that is appropriate. Before authorising the issuing of additional cards the Chief Executive must be satisfied that they are strictly necessary and will provide administrative efficiencies.
- 3.2 In approving the issue of a card, the Chief Executive will also confirm the approved credit limit. The credit limit will be set based on the minimum amount necessary to enable the cardholder to undertake their Council duties.

4.0 Maintenance and Review of Card Holder List

- 4.1 The Human Resources Officer shall maintain a central register (Doc# 284155) of all cardholders and a review of the register will be undertaken in conjunction with the bi-annual Policy review, or as otherwise required, to ensure that those staff currently holding cards should still do so. This frequency of review is seen as adequate, given the unlikelihood of a staff member moving from a position where they were entitled to hold a credit card to one where they are not entitled to do so.

5.0 Procedure for Issuing Cards

- 5.1 Upon approval from the Chief Executive, the Human Resources Officer will arrange for the issue of a corporate credit card via the Group Manager - Corporate Services.

6.0 Valid expenditure

- 6.1 Corporate Credit cards are to be used:
- solely for the payment of business-related expenditure;
 - subject to the limits in the appropriate annual operating expenditure budget; and
 - in accordance with the Procurement Policy and Delegations Register.
- 6.2 Credit cards shall **not** be used for the following purposes:
- Personal purchases;
 - Cash advances or cash reimbursement;
 - Payment for any work attracting PAYE tax;
 - Court costs or fines, tax payments, personal services or any other inappropriate spending.
- 6.3 **Exceptional Circumstances**
- There may be circumstances that lend themselves to an exception to the above - e.g. emergencies where cash advances are required. In these cases an explanation is to be

provided to the Chief Executive, or in the case of the Chief Executive, the Mayor, within two days of the expenditure being incurred and the expenditure is to be fully reimbursed to WDC prior to the monthly credit card payment being due.

6.4 **Internet Purchases**

Purchasing over the internet (using a Credit card) is authorised but the purchase transaction process must reflect good internet security practice. Good security practice involves ensuring the internet site is secure and purchasing only from established reputable companies. Where internet purchases are made, the cardholder is required to keep a copy of any online order forms completed when purchasing, and any purchasing over the internet needs to be consistent with WDC's normal purchasing procedures.

6.5 **Telephone Purchases**

Purchasing over the telephone (using a Credit card) is authorised but the purchase transaction process must reflect good telephone security practice. Good security practice involves ensuring the purchase is via an established and reputable company. Where telephone purchases are made, the cardholder is required to keep a manual record of the transaction. Purchasing over the telephone needs to be consistent with WDC's normal purchasing procedures.

7.0 Liability for Inappropriate Expenditure

- 7.1 WDC will not be liable for any unauthorised transactions incurred by the cardholder. In all cases the cardholder will be liable for the reimbursement to WDC of any inappropriate or unauthorised expenditure charged to the credit/purchasing card. Inappropriate expenditure is deemed to be that specified in this policy.

8.0 Procedure When More Than One Cardholder is Present

- 8.1 Where more than one cardholder is present (for example, at a staff function), it is expected that the most senior staff member will use their card for the payment of expenses incurred.

9.0 Documentation to Accompany Monthly Statements

- 9.1 Each Cardholder must complete a "Mastercard Statement Authorisation Form" (Doc# 317041) for every monthly credit card statement.
- 9.2 All credit card transactions in excess of \$20.00 in value must be supported by original documentation (tax invoices and/or receipts) to corroborate transactions.
- 9.3 For credit card transactions less than \$20.00 in value, the preference is to include supporting documentation, however this is not mandatory.
- 9.4 For transactions less than \$20.00 in value which do not have supporting documentation, or where a transaction is in excess of \$20.00 in value and supporting documentation is not available or has been lost by the cardholder, a note explaining the nature of the transaction and verifying that the expenditure incurred was valid and work-related must be included on the Mastercard Statement Authorisation Form.
- 9.5 For all entertainment and travel transactions, the business reason and other parties (if any) must be recorded along with the purpose of the meeting. This is to ensure that all transactions can be appropriately reviewed by the authoriser, and to allow WDC to claim back the GST content of qualifying purchases. GST invoices (where relevant) shall be attached to the card statement prior to review by the authoriser.

10.0 Monitoring

- 10.1 Credit card use is monitored monthly by the Chief Executive. The approval process must be structured in accordance with the following clause 11.0 'Approval of Expenditure'.

11.0 Approval of Expenditure

- 11.1 An approval hierarchy for monthly credit card statement approval, based on a "one-up" procedure where possible, has been defined as part of this policy as follows:

- 1 Executive Management Team statements must be approved by the Chief Executive.
- 2 The Chief Executive's statements must be approved jointly by the Mayor and Executive Assistant.
- 3 The Mayor's statements must be approved jointly by the Executive Assistant and Chief Executive.
- 4 The Executive Assistant's statements must be approved jointly by the Mayor and Chief Executive.

Note: The OAG guidance on sensitive expenditure states that it is essential that there should be no reciprocal arrangement for approving sensitive expenditure – therefore the Chief Executive cannot approve the Mayor's statements alone and vice versa.

- 11.2 The Executive Assistant and the Chief Executive will jointly approve the Mayor's statements (i.e. with the Mayor there can be no true "one-up procedure" and by having a joint authorisation any "reciprocal" arrangement is removed).

- 11.3 The Executive Assistant to the Mayor and Chief Executive is also in the position of knowing the Mayor's daily activities/whereabouts and will know what claims are appropriate on his Mastercard.

- 11.4 The Executive Assistant's statements will be jointly approved by both the Chief Executive and Mayor as from time to time there are purchases made on behalf of both the Mayor and Chief Executive on the Executive Assistant's credit card (i.e. Airfares, Accommodation, etc.)

- 11.2 Items will be coded by the Cardholder for posting in the accounting system. Credit card payments must be authorised like other invoices and in accordance with the Procurement Policy and Delegations Register.

- 11.3 The approval hierarchy will be as follows:

Expenditure incurred by	Statements approved by
Mayor	Chief Executive and Executive Assistant
Chief Executive	Mayor (or Deputy Mayor in the Mayor's absence) and Executive Assistant
Executive Assistant	Mayor and Chief Executive
Executive Management Team	Chief Executive

12.0 Card Limits

- 12.1 Unless otherwise determined by the Chief Executive, the credit limit of cards shall be as follows:

- Chief Executive \$10,000
- Mayor \$5,000
- Executive Team Members \$5,000
- Executive Assistant to CE \$5,000

13.0 Procedure for the Surrender of Cards

- 13.1 All cards will be surrendered by the cardholder on termination of their employment with Council. The credit card is to be returned to the Human Resources Officer in the first instance who will then pass the card on to the Group Manager – Corporate Services for cancellation. This cancellation should be processed to the card issuer within 5 working days of the employee leaving Council and the card destroyed. All final wage/salary payments will be approved upon return of the credit card.

14.0 Lost or Stolen Cards

- 14.1 The cardholder is responsible for immediately reporting a card that is lost or stolen to the Westpac Bank Credit Cards division of the Westpac Bank. The hotline telephone number **0800 888 111** is given to each cardholder when uplifting the card. If a card is lost or stolen outside New Zealand, it must be reported to the nearest VISA member bank or by ringing **+64 09 914 8026 collect**.
- 14.2 Written confirmation of what happened when the card was lost or stolen must be provided to Westpac Bank within a reasonable timeframe. Full details (where, when, how) must be included, as the bank may need to relay these details to police.
- 14.3 Replacement of a lost or stolen card is to be arranged through the Human Resources Officer.

15.0 Breach of Policy

- 15.1 Any breach of this policy will be considered to be serious misconduct. When there is reason to believe that violation of policy or law has occurred disciplinary action may be taken. For repeat offenders, or where the breach of policy is significantly serious, the card will be automatically cancelled and formal disciplinary action taken.

16.0 Policy Review

- 16.1 The Human Resources Advisor is responsible for the administration, revision, interpretation, and application of this Policy. The Policy will be reviewed and revised where necessary every two years.

17.0 Staff Contact

Human Resource Advisor

18.0 Policy Review Date

Next Review: February 2020 (2 years)

Policy Approved:



Chris Ryan
Chief Executive

Date: 16 February 2018



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MasterCard BusinessCard

WAITOMO DISTRICT COUNCIL

53 GALWAY STREET, AUCKLAND CITY, 1010

THE DIRECTOR
WAITOMO DISTRICT COUNCIL
P O BOX 404
TE KUITI

3941

Closing Date	Page
28/10/18	1

Current Annual Percentage Rate	Current Monthly Rate
19.950	1.6625

Card/ Customer No.	0000 0000 0860 2564
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***** CONSOLIDATED SUMMARY *****

LIMIT	CARDHOLDER NAME	ACCOUNT NUMBER	BALANCE
\$10000	MR C J RYAN	0000 0030 1565 8580	350.07-
\$5000	MR A B HANNA	0000 0030 2936 5529	131.90
\$5000	✓ MS M D HIGGIE	0000 0030 2936 5933	2035.71
\$5000	✓ MRS H M BEEVER	0000 0030 3956 2081	0.00
\$5000	✓ MRS V CHOPRA	0000 0030 3961 3868	264.00
\$5000	✓ MR S J DU TOIT	0000 0030 5022 0312	0.00
\$5000	✓ MISS T D KELLY	0000 0030 5326 1230	0.00
TOTAL CARDHOLDER LIMIT	\$40000	NET BALANCE	2081.54

WE ADVISE THAT \$2,431.61 WILL BE DIRECTLY CHARGED TO YOUR ACCOUNT
030449 0070201 00 ON 20/11/18, PLEASE NOTE THIS TRANSACTION FOR YOUR RECORDS
PLEASE DIRECT ALL ENQUIRIES TO WESTPAC CARD SERVICES
ON 0800 888 111, AVAILABLE 24 HOURS A DAY, 7 DAYS A WEEK.

Mastercard Statement Authorisation Form

24



Name:	Chris Ryan
Position:	Chief Executive
Statement Date:	28 / 10 / 18
(1) Creditor:	PB Technologies (Hamilton)
Date:	1 October 2018
Amount:	\$146.93
GL Code:	816 21 700
Expenditure:	<p style="color: blue; font-style: italic;">K 780 model Logitech wireless keyboard for use with WDC provided. for iPhone only. Receipt Lost</p>
(2) Creditor:	Garden Place Car Park
Date:	1 October 2018
Amount:	\$8.00
GL Code:	817 38 700
Expenditure:	<p>Parking: Chief Executive attendance at WLASS Board Meeting & Waikato CE Forum Meeting at Hamilton City Council</p> <p style="text-align: right; color: blue; font-style: italic;">shy</p>
(3) Creditor:	BP 2 Go Te Kuiti
Date:	12 October 2018
Amount:	\$18.00
GL Code:	820 27 764
Expenditure:	Car Wash for WDC Fleet Vehicle (Registration JSN144)
(4) Creditor:	PB Technologies (Hamilton)
Date:	16 October 2018
Amount:	\$67.08
GL Code:	816 21 700
Expenditure:	Protective Cover for Surface Pro 4 Laptop and 4 Pack of Rechargeable Batteries for Laptop Mouse
(5) Creditor:	Stoked Eatery
Date:	23 October 2018
Amount:	\$55.00
GL Code:	811 20 700
Expenditure:	Lunch Meeting: Chief Executive, GM-Infrastructure Services and Greg Boyle
(6) Creditor:	Te Kawa Service Station
Date:	23 October 2018
Amount:	\$82.52
GL Code:	820 27 764
Expenditure:	Fuel for WDC Fleet Vehicle (Registration JSN144)

I certify that:

- 1 I have attached the necessary supplementary docket or receipt.
- 2 The account is payable.
- 3 The debt incurred is work related.
- 4 That any private component is identified and the amount has been reimbursed as follows:

<p>Signature of Chief Executive:</p> <p style="font-size: 1.5em; color: blue; text-align: center;"><i>[Signature]</i></p> <p>Date: 29/11/18</p>	<p>Authorised by Mayor:</p> <p style="font-size: 1.5em; color: blue; text-align: center;"><i>[Signature]</i></p> <p>Date: 11/12/18</p>	<p>Authorised by Executive Assistant:</p> <p style="font-size: 1.5em; color: blue; text-align: center;"><i>[Signature]</i></p> <p>Date: 13/12/18</p>
---	--	--

25 Mastercard Statement Authorisation Form



Name:	Brian Hanna	
Position:	Mayor	
Statement Date:	28 / 10 / 18	
(1) Creditor:	Wellington Combined Taxis	
Date:	3 October 2018	
Amount:	\$41.20	
GL Code:	111 42 712	
Expenditure:	Taxi Fare: Airport to CBD – Mayor's attendance at LGNZ National Council Strategy Day (Thursday 4 October 2018) and National Council Meeting (Friday 5 October 2018)	
(2) Creditor:	Kiwi Cabs (Wellington)	
Date:	5 October 2018	
Amount:	\$38.70	
GL Code:	111 42 712	
Expenditure:	Taxi Fare: Wellington CBD to Airport – Mayor's attendance at LGNZ National Council Strategy Day (Thursday 4 October 2018) and National Council Meeting (Friday 5 October 2018)	
(3) Creditor:	Hamilton International Airport	
Date:	5 October 2018	
Amount:	\$52.00	
GL Code:	111 42 712	
Expenditure:	Airport Parking: Mayor's attendance at LGNZ National Council Strategy Day (Thursday 4 October 2018) and National Council Meeting (Friday 5 October 2018)	
I certify that:		
1 I have attached the necessary supplementary docket or receipt.		
2 The account is payable.		
3 The debt incurred is work related.		
4 That any private component is identified and the amount has been reimbursed as follows:		
Signature of Mayor:	Authorised by Executive Assistant:	Authorised by Chief Executive:
Date: 5/12/18	Date: 5/12/18	Date: 13/12/18

Mastercard Statement Authorisation Form

26



Name:	Michelle Higgle	
Position:	Executive Assistant	
Statement Date:	28 / 10 / 18	

✓	(1)	Creditor: Facebook Date: 1 October 2018 Amount: \$2.96 GL Code: 12124515 Expenditure: Promoting Aquatic Centre	<p style="color: blue; font-size: 18px; text-align: center;">No GST</p> <p style="color: red; font-size: 18px; text-align: center;">131 24515 Does exist</p>
✓	(2)	Creditor: Ministry of Business, Innovation & Employment (NZ Companies Office) Date: 2 October 2018 Amount: \$595.95 GL Code: 820 27 500 Expenditure: Online Annual Renewal - Motor Vehicle Trader Registration for Fleet Manager (Michelle Higgle)	<p style="color: blue; font-size: 18px;">John 29/10/18</p> <p style="color: blue; font-size: 18px;">Michelle to act to Fleet Manager for disposals.</p>
✓	(3)	Creditor: NZ Transport Agency Date: 12 October 2018 Amount: \$1,364.80 GL Code: 820 27 732 Expenditure: 20,000km Road User Charges for Mitsubishi Triton (Rego JCA987)	
✓	(4)	Creditor: Raglan Roast Date: 25 October 2018 Amount: \$72.00 GL Code: 81120700 Expenditure: Coffee beans for Chambers	

I certify that:

- 1 I have attached the necessary supplementary docket or receipt.
- 2 The account is payable.
- 3 The debt incurred is work related.
- 4 That any private component is identified and the amount has been reimbursed as follows:

Signature of Executive Assistant: Date: 29/11/18	Authorised by Chief Executive: Date: 29/11/18	Authorised by Mayor: Date: 29/11/18
---	--	--

Mastercard Statement Authorisation Form

27



Name:	Helen Beever
Position:	Group Manager – Community Services
Statement Date:	28 / 10 / 18

(1) Creditor:	
Date:	
Amount:	No Transactions this Period
GL Code:	
Expenditure:	

I certify that:

- 1 I have attached the necessary supplementary docket or receipt.
- 2 The account is payable.
- 3 The debt incurred is work related.
- 4 That any private component is identified and the amount has been reimbursed as follows:

Signature of GM – Customer Services:	Authorised by Chief Executive:
Date:	Date:

Mastercard Statement Authorisation Form

28




Name: **Vibhuti Chopra**
Position: **Group Manager – Corporate Services**
Statement Date: **28 / 10 / 18**

(1) Creditor: **Air New Zealand**
Date: **28 September 2018**
Amount: **\$264.00**
GL Code: **817 38 700**
Expenditure: **Airfare - Objective Corporation Ltd - Andrea Houlihan**

I certify that:
1 I have attached the necessary supplementary docket or receipt.
2 The account is payable.
3 The debt incurred is work related.
4 That any private component is identified and the amount has been reimbursed as follows:

Signature of
GM – Corporate Services:

Date:

Authorised by
Chief Executive:

Date: **29/10/18**

Mastercard Statement Authorisation Form

Name: Kobus du Toit	
Position: Group Manager – Assets	
Statement Date: 28 / 10 / 18	
(1) Creditor:	
Date:	
Amount: No Transactions this Period	
GL Code:	
Expenditure:	
I certify that:	
1 I have attached the necessary supplementary docket or receipt.	
2 The account is payable.	
3 The debt incurred is work related.	
4 That any private component is identified and the amount has been reimbursed as follows:	
Signature of GM – Assets:	Authorised by Chief Executive:
Date:	Date:

Mastercard Statement Authorisation Form



30

Name: **Terrena Kelly**
Position: **General Manager – Environmental Services**
Statement Date: **28 / 10 / 18**

(1) Creditor:
Date:
Amount: **No Transactions this Period**
GL Code:
Expenditure:

I certify that:
1 I have attached the necessary supplementary docket or receipt.
2 The account is payable.
3 The debt incurred is work related.
4 That any private component is identified and the amount has been reimbursed as follows:

Signature of
GM – Environmental Services:

Date:

Authorised by
Chief Executive:

Date:



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03 DEC 2018

WAITOMO DISTRICT COUNCIL

53 GALWAY STREET, AUCKLAND CITY, 1010

THE DIRECTOR
WAITOMO DISTRICT COUNCIL
P O BOX 404
TE KUITI

3941

Closing Date	Page
27/11/18	1

Current Annual Percentage Rate	Current Monthly Rate
19.950	1.6625

Card/ Customer No.	0000 0000 0860 2564
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***** CONSOLIDATED SUMMARY *****

LIMIT	CARDHOLDER NAME	ACCOUNT NUMBER	BALANCE
\$10000	MR C J RYAN	0000 0030 1565 8580	6.37-
\$5000	MR A B HANNA	0000 0030 2936 5529	77.30
\$5000	MS M D HIGGIE	0000 0030 2936 5933	2498.18
\$5000	MRS V CHOPRA	0000 0030 3961 3868	875.00
\$5000	MR S J DU TOIT	0000 0030 5022 0312	751.00
\$5000	MISS T D KELLY	0000 0030 5326 1230	33.00
TOTAL CARDHOLDER LIMIT	\$35000	NET BALANCE	4228.11

WE ADVISE THAT \$4,234.48 WILL BE DIRECTLY CHARGED TO YOUR ACCOUNT
030449 0070201 00 ON 20/12/18, PLEASE NOTE THIS TRANSACTION FOR YOUR RECORDS
PLEASE DIRECT ALL ENQUIRIES TO WESTPAC CARD SERVICES
ON 0800 888 111, AVAILABLE 24 HOURS A DAY, 7 DAYS A WEEK.



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32 Mastercard Statement Authorisation Form



Name:	Chris Ryan	
Position:	Chief Executive	
Statement Date:	27 / 11 / 18	




✓	(1)	Creditor:	Coffee Post (Hamilton)
		Date:	5 November 2018
		Amount:	\$34.00
		GL Code:	811 20 700
		Expenditure:	Lunch: CEO and GM-Community Services – Attendance at Employment Mediation Services meeting in Hamilton

✓	(2)	Creditor:	Delaware North (Wellington Airport)
		Date:	22 November 2018
		Amount:	\$33.20
		GL Code:	811 20 700
		Expenditure:	Breakfast: Chief Executive, Mayor and Cr Brodie – Attendance at LGNZ Rural & Provincial Sector Meeting in Wellington on 22/23 November 2018

✓	(3)	Creditor:	Hamilton International Airport
		Date:	23 November 2018
		Amount:	\$40.00
		GL Code:	820 27 764
		Expenditure:	Airport Parking: CEO Attendance at LGNZ Rural & Provincial Sector Meeting in Wellington on 22/23 November 2018

✓	(4)	Creditor:	Shed 5 / Crab Shack Restaurant
		Date:	23 November 2018
		Amount:	\$236.50
		GL Code:	811 20 700
		Expenditure:	Networking Dinner at LGNZ Rural & Provincial Sector Meeting in Wellington on 22/23 November 2018. Attendees: WDC CE Chris Ryan, WDC Mayor Brian Hanna, WDC Cr Phil Brodie, Mayor Jan Barnes (Matamata-Piako), CE Langley Cavers (Hauraki), Mayor Jim Mylchreest and CE Garry Dyet (Waipa) and Mayor Gary Kircher and CE Fergus Power (Waitaki)

I certify that:		
1 I have attached the necessary supplementary docket or receipt.		
2 The account is payable.		
3 The debt incurred is work related.		
4 That any private component is identified and the amount has been reimbursed as follows:		

Signature of Chief Executive:  Date: 13/12/18	Authorised by Mayor:  Date: 17-12-18	Authorised by Executive Assistant:  Date: 12/12/18
--	---	---

33 Mastercard Statement Authorisation Form



Name:	Brian Hanna	
Position:	Mayor	
Statement Date:	27 / 11 / 18	
<hr/>		
(1) Creditor:	Kiwi Cabs (Wellington)	
Date:	22 November 2018	
Amount:	\$37.30	
<input checked="" type="checkbox"/> GL Code:	111 42 712	
Expenditure:	Taxi Fare: Mayor's attendance at LGNZ Rural & Provincial Sector Meeting in Wellington on 22/23 November 2018	
<hr/>		
(2) Creditor:	Hamilton International Airport	
Date:	23 November 2018	
Amount:	\$40.00	
GL Code:	111 42 712 * Vending Machine gave no receipt	
Expenditure:	Airport Parking: Mayor's attendance at LGNZ Rural & Provincial Sector Meeting in Wellington on 22/23 November 2018	
<hr/>		
I certify that:		
1 I have attached the necessary supplementary docket or receipt.		
2 The account is payable.		
3 The debt incurred is work related.		
4 That any private component is identified and the amount has been reimbursed as follows:		
Signature of Mayor:	Authorised by Executive Assistant:	Authorised by Chief Executive:
Date: 17-12-18	Date: 22-1-19	Date: 29/1/19

Mastercard Statement Authorisation Form

34



Name: Michelle Higgle
Position: Executive Assistant
Statement Date: 27 / 11 / 18

(1) **Creditor:** NZ Transport Agency
Date: 26 October 2018
Amount: \$1,364.80
GL Code: 820 27 721
Expenditure: 20,000km Road User Charges for Hyundai H1 Van (Rego HEM920)

(2) **Creditor:** Facebook
Date: 01 November 2018
Amount: \$60.00
GL Code: 432 24 515
Expenditure: Promotion of Youth Council Event (Waitomo's Got Talent at Brook Park)

(3) **Creditor:** Facebook
Date: 01 November 2018
Amount: \$7.08
GL Code: 432 24 515
Expenditure: Promotion of Youth Council Event (Waitomo's Got Talent at Brook Park)

(4) **Creditor:** Air New Zealand
Date: 12 November 2018
Amount: \$640.00
GL Code: 111 42 710
Expenditure: Airfares: Cr Phil Brodie - Attendance at LGNZ Rural & Provincial Sector Meeting in Wellington on 22 and 23 November 2018

(5) **Creditor:** Orbit (House of Travel - Wellington)
Date: 12 November 2018
Amount: \$354.30
GL Code: 111 42 710
Expenditure: Accommodation Cr Phil Brodie - Attendance at LGNZ Rural & Provincial Sector Meeting in Wellington on 22 and 23 November 2018

(6) **Creditor:** Raglan Roast
Date: 13 November 2018
Amount: \$72.00
GL Code: 81120700
Expenditure: Coffee beans for Chambers

I certify that:
 1 I have attached the necessary supplementary docket or receipt.
 2 The account is payable.
 3 The debt incurred is work related.
 4 That any private component is identified and the amount has been reimbursed as follows:

Signature of Executive Assistant: Date: 13/12/18	Authorised by Chief Executive: Date: 13/12/18	Authorised by Mayor: Date: 17-11-18
---	--	--

Mastercard Statement Authorisation Form

35



Name:	Helen Beever
Position:	Group Manager – Community Services
Statement Date:	27 / 11 / 18

(1) Creditor:	
Date:	
Amount:	No Transactions this Period
GL Code:	
Expenditure:	

I certify that:

- 1 I have attached the necessary supplementary docket or receipt.
- 2 The account is payable.
- 3 The debt incurred is work related.
- 4 That any private component is identified and the amount has been reimbursed as follows:

Signature of GM – Customer Services:	Authorised by Chief Executive:
Date:	Date:

36 Mastercard Statement Authorisation Form



Name: **Vibhuti Chopra**
 Position: **Group Manager – Corporate Services**
 Statement Date: **27 / 11 / 18**

(1) Creditor: Rydges
 Date: 8 November 2018
 Amount: \$483.00
 GL Code: 817 38 700
 Expenditure: Accommodation - Objective Corporation Ltd - Andrea Houlihan - 4- 5 November 2018

(2) Creditor: Millennium Hotels, Rotorua
 Date: 23 November 2018
 Amount: \$377.40
 GL Code: 817 38 700
 Expenditure: Accommodation - ALGIM - David Power - 19 - 21 November 2018

(3) Creditor: Wilson Parking (Hamilton)
 Date: 26 November 2018
 Amount: ~~\$14.00~~ \$14.60
 GL Code: 817 38 700
 Expenditure: Parking: Group Manager – Corporate Services attendance at meeting with Greg Tims in Hamilton

I certify that:

- 1 I have attached the necessary supplementary docket or receipt.
- 2 The account is payable.
- 3 The debt incurred is work related.
- 4 That any private component is identified and the amount has been reimbursed as follows:

Signature of
GM – Corporate Services:

Date: 1/2/2019

Authorised by
Chief Executive:

Date: 7/2/19

37 Mastercard Statement Authorisation Form



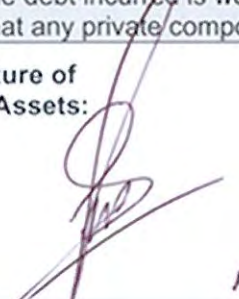

Name:	Kobus du Toit
Position:	Group Manager – Assets
Statement Date:	27 / 11 / 18


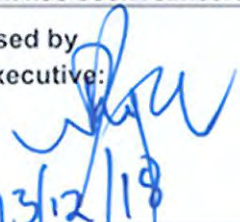
✓	(1)	Creditor:	Air New Zealand
		Date:	1 November 2018
		Amount:	\$316.00
		GL Code:	620 44 810
		Expenditure:	Airfares: Infrastructure Services Executive Assistant – attendance at Public Sector EA/PA Summit NZ

✓	(2)	Creditor:	Wotif - Liberty Apartment Hotel Wellington
		Date:	1 November 2018
		Amount:	\$396.00
		GL Code:	620 44 810
		Expenditure:	Accommodation: 2 Nights. Infrastructure Services Executive Assistant – attendance at Public Sector EA/PA Summit NZ

✓	(3)	Creditor:	BP2Go Te Kuiti
		Date:	8 November 2018
		Amount:	\$39.00
		GL Code:	711 43 812 <i>60 711 22 560</i>
		Expenditure:	LPG Gas Bottles for Zon Gun at Te Kuiti Wastewater Treatment Plant Ponds

I certify that:	
1 I have attached the necessary supplementary docket or receipt.	
2 The account is payable.	
3 The debt incurred is work related.	
4 That any private component is identified and the amount has been reimbursed as follows:	

Signature of GM – Assets:  Date: <i>12/12/2018</i>	Authorised by Chief Executive:  Date: <i>13/12/18</i>
---	---

Name:	Terrena Kelly	
Position:	General Manager – Environmental Services	
Statement Date:	27 / 11 / 18	
(1) Creditor:	Sky City Hamilton	
Date:	25 October 2018	
Amount:	\$11.00	
GL Code:	51240550	
Expenditure:	Parking: Attendance at Provincial Growth Fund meeting at TPK office	
(2) Creditor:	Stark Property Limited	
Date:	2 November 2018	
Amount:	\$10.00	
GL Code:	522 40 550	
Expenditure:	Parking: Attendance at CDEM meeting and presentation from MCDEM on National Resilience Strategy	
(3) Creditor:	HCC Garden Place	
Date:	9 November 2018	
Amount:	\$12.00	
GL Code:	51040550	
Expenditure:	Parking: Attendance at Aligned Planning Meeting at HCC	
I certify that:		
1 I have attached the necessary supplementary docket or receipt.		
2 The account is payable.		
3 The debt incurred is work related.		
4 That any private component is identified and the amount has been reimbursed as follows:		
Signature of GM – Environmental Services:	Authorised by Chief Executive:	
		
Date: 12/12/2018.	Date: 13/12/18	



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MasterCard
BusinessCard

53 GALWAY STREET, AUCKLAND CITY, 1010

THE DIRECTOR
WAITOMO DISTRICT COUNCIL
P O BOX 404
TE KUITI

RECEIVED

04 JAN 2019

WAITOMO DISTRICT
COUNCIL

3941

Closing Date	Page
27/12/18	1

Current Annual Percentage Rate	Current Monthly Rate
19.950	1.6625

Card/
Customer
No. 0000 0000 0860 2564

***** CONSOLIDATED SUMMARY *****

LIMIT	CARDHOLDER NAME	ACCOUNT NUMBER	BALANCE
\$10000	MR C J RYAN	0000 0030 1565 8580	118.49
\$5000	MR A B HANNA	0000 0030 2936 5529	156.45
\$5000	MS M D HIGGIE	0000 0030 2936 5933	172.55
\$5000	✓ MRS V CHOPRA	0000 0030 3961 3868	0.00
\$5000	✓ MR S J DU TOIT	0000 0030 5022 0312	0.00
\$5000	✓ MISS T D KELLY	0000 0030 5326 1230	0.00
TOTAL CARDHOLDER LIMIT	\$35000	NET BALANCE	447.49

WE ADVISE THAT \$447.49 WILL BE DIRECTLY CHARGED TO YOUR ACCOUNT
030449 0070201 00 ON 20/01/19, PLEASE NOTE THIS TRANSACTION FOR YOUR RECORDS
PLEASE DIRECT ALL ENQUIRIES TO WESTPAC CARD SERVICES
ON 0800 888 111, AVAILABLE 24 HOURS A DAY, 7 DAYS A WEEK.




40 Mastercard Statement Authorisation Form



Name: Chris Ryan
Position: Chief Executive
Statement Date: 27 / 12 / 18

(1) **Creditor:** PB Technologies Hamilton
Date: 24 December 2018
Amount: \$124.86
GL Code: 816 21 700
Expenditure: New keyboard, mouse and Batteries for CEO Home Office

I certify that:
 1 I have attached the necessary supplementary docket or receipt.
 2 The account is payable.
 3 The debt incurred is work related.
 4 That any private component is identified and the amount has been reimbursed as follows:

Signature of Chief Executive:  Date: 7/2/19	Authorised by Mayor:  Date: 7/2/19	Authorised by Executive Assistant:  Date: 7/2/19
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Mastercard Statement Authorisation Form



Name: Brian Hanna		
Position: Mayor		
Statement Date: 27 / 12 / 18		
(1)	Creditor: Kiwi Cabs (Wellington) Date: 7 December 2018 Amount: \$41.70 GL Code: 111 42 712 Expenditure: Taxi Fare: Mayor's attendance at LGNZ National Council Meeting in Wellington on 7 December 2018	
	<i>Receipt Lost</i>	
(2)	Creditor: Hamilton International Airport Date: 23 November 2018 Amount: \$80.00 GL Code: 111 42 712 Expenditure: Airport Parking: Mayor's attendance at LGNZ National Council Meeting in Wellington on 7 December 2018	
(3)	Creditor: Stoked Eatery Date: 11 December 2018 Amount: \$34.75 GL Code: 111 40 551 Expenditure: <i>lunch meeting with Project Mary - insulation project</i>	
I certify that: 1 I have attached the necessary supplementary docket or receipt. 2 The account is payable. 3 The debt incurred is work related. 4 That any private component is identified and the amount has been reimbursed as follows:		
Signature of Mayor: <i>[Signature]</i> Date: 31 / 1 / 19	Authorised by Executive Assistant: <i>[Signature]</i> Date: 31 / 1 / 19	Authorised by Chief Executive: <i>[Signature]</i> Date: 7 / 2 / 19

42 Mastercard Statement Authorisation Form



Name:	Michelle Higgie
Position:	Executive Assistant
Statement Date:	27 / 12 / 18

✓	(1) Creditor:	New World
	Date:	18 December 2018
	Amount:	\$172.55
	GL Code:	811 20 700
	Expenditure:	Mayor's End of Year Staff Shout - Food (Cheese Platters and Canapes)

I certify that:

- 1 I have attached the necessary supplementary docket or receipt.
- 2 The account is payable.
- 3 The debt incurred is work related.
- 4 That any private component is identified and the amount has been reimbursed as follows:

Signature of Executive Assistant:  Date: 31/12/19	Authorised by Chief Executive:  Date: 1/2/19	Authorised by Mayor:  Date: 7/2/19
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Mastercard Statement Authorisation Form

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Name:	Helen Beever
Position:	Group Manager – Community Services
Statement Date:	27 / 12 / 18

(1) Creditor:	
Date:	
Amount:	No Transactions this Period
GL Code:	
Expenditure:	

I certify that:

- 1 I have attached the necessary supplementary docket or receipt.
- 2 The account is payable.
- 3 The debt incurred is work related.
- 4 That any private component is identified and the amount has been reimbursed as follows:

Signature of GM – Customer Services:	Authorised by Chief Executive:
Date:	Date:

Mastercard Statement Authorisation Form



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Name:	Vibhuti Chopra
Position:	Group Manager – Corporate Services
Statement Date:	27 / 12 / 18

(1) Creditor:	
Date:	
Amount:	No Transactions this Period
GL Code:	
Expenditure:	

I certify that:

- 1 I have attached the necessary supplementary docket or receipt.
- 2 The account is payable.
- 3 The debt incurred is work related.
- 4 That any private component is identified and the amount has been reimbursed as follows:

Signature of GM – Corporate Services:	Authorised by Chief Executive:
Date:	Date:

Mastercard Statement Authorisation Form

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Name:	Kobus du Toit
Position:	Group Manager – Assets
Statement Date:	27 / 12 / 18

(1) Creditor:	
Date:	
Amount:	No Transactions this Period
GL Code:	
Expenditure:	

I certify that:	
1 I have attached the necessary supplementary docket or receipt.	
2 The account is payable.	
3 The debt incurred is work related.	
4 That any private component is identified and the amount has been reimbursed as follows:	

Signature of GM – Assets:	Authorised by Chief Executive:
Date:	Date:

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Mastercard Statement Authorisation Form



Name: Terrena Kelly	
Position: General Manager – Environmental Services	
Statement Date: 27 / 12 / 18	
(1) Creditor:	
Date:	
Amount: No Transactions this Period	
GL Code:	
Expenditure:	
I certify that:	
1 I have attached the necessary supplementary docket or receipt.	
2 The account is payable.	
3 The debt incurred is work related.	
4 That any private component is identified and the amount has been reimbursed as follows:	
Signature of GM – Environmental Services:	Authorised by Chief Executive:
Date:	Date: