



Ref: [REDACTED]

Civic House, 110 Trafalgar Street
PO Box 645, Nelson 7040, New Zealand

11 April 2022

P (03) 546 0200
E LGOIMA@ncc.govt.nz
nelson.govt.nz



Dear [REDACTED]

OFFICIAL INFORMATION REQUEST FOR NELSON CITY COUNCIL CREDIT CARD EXPENDITURE

I refer to your official information request dated 21 March 2022 for:

I am seeking information on council credit card spending. I would like to know the following

- *How much was spent in the last 12 months through these cards*
- *What items were purchased and the cost and date of each item.*
- *Who was the council employee making the spend, if an elected member or organisational leader.*
- *Who has access to a council credit card/how many are there*
- *And Council's rules in place around council credit card spending*

The information you requested is as follows:

- How much was spent in the last 12 months through these cards*

• Mayor Rachel Reese	Total spend on credit card:	\$2271.74
• CE Pat Dougherty	Total spend on credit card:	\$2889.20
• Group Manager Nikki Harrison	Total spend on credit card:	\$39,164.07
- What items were purchased and the cost and date of each item.*
 - Please refer to the attached spreadsheet of expenditure
- Who was the council employee making the spend, if an elected member or organisational leader.*
 - Please refer to the attached spreadsheet of expenditure
- Who has access to a council credit card/how many are there*
 - Nelson City Council has three organisation credit cards allocated to Mayor Rachel Reese, CE Pat Dougherty and Group Manager Corporate Services Nikki Harrison.
 - Mayor Reese has exclusive use of this credit card.
 - CE Pat Dougherty has exclusive use of this credit card.
 - Although Group Manager Corporate Services (Nikki Harrison) has overall responsibility of this credit card, the amount charged to this card over the past 12 months does not represent individual spend.

Internal Document ID:

Any staff member within the organisation can request to use this credit card when they have a business need and it is not possible, or is impractical, to use a purchase order. For example, for overseas subscriptions; overseas/online purchases; or one-off purchases where setting a business up as a new creditor is not practical.

In the past 12 months, GM Harrison's individual spend on this credit card was \$236.40. Please refer to the attached spreadsheet of expenditure details for a breakdown of remaining purchases made with this credit card by other members of staff for business purposes.

5. And Council's rules in place around council credit card spending

- Council has clear policies and procedures for the use of corporate credit cards as required by Audit NZ. See NCC Credit Card Use Policy attached.

Thank you for your inquiry, and I hope this response is satisfactory to your needs.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at www.ombudsman.parliament.nz or Freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact Prabath Jayawardana, Prabath.jayawardana@ncc.govt.nz.

Yours sincerely



Prabath Jayawardana
Manager Finance

Encl:

- Credit Card Transactions
- NCC Credit Card Use policy

Group Manager Corporate Services				
Payment Date	Description	Amount	Items Purchased	Person Spent
21/03/2022	FACEBK NWA79DKMP2 fb me ads IRL	\$50.00	Social Media advertising	Staff-Comms
18/03/2022	SurveyMonkey 0035315920752 IRL	\$540.00	Annual subscription	Staff-People & Capability
17/03/2022	FACEBK 3J4DGDBNP2 fb me ads IRL	\$30.00	Social Media advertising	Staff-Comms
17/03/2022	GARMIN AUSTRALASIA PTY Eastern Creek AUS	\$42.63	Subscription	Staff-Science & Environment
15/03/2022	FACEBK 8RKPEDBNP2 fb me ads IRL	\$20.00	Social Media advertising	Staff-Comms
14/03/2022	FACEBK LE8DDDBNP2 fb me ads IRL	\$20.00	Social Media advertising	Staff-Comms
11/03/2022	FACEBK JFKH2DKMP2 fb me ads IRL	\$15.00	Social Media advertising	Staff-Comms
10/03/2022	FACEBK MPX4BDBNP2 fb me ads IRL	\$15.00	Social Media advertising	Staff-Comms
10/03/2022	MAILCHIMP MISC MAILCHIMP COM GA	\$81.18	Subscription	Staff-Libraries
9/03/2022	MIRO COM SAN FRANCISCO CA	\$216.34	Annual subscription	Staff-People & Capability
8/03/2022	GARMIN AUSTRALASIA PTY Eastern Creek AUS	\$42.00	Subscription	Staff-Science & Environment
7/03/2022	FACEBK HU84NC7NP2 fb me ads IRL	\$15.00	Social Media advertising	Staff-Comms
4/03/2022	AA MOTORING SERVICES AUCKLAND NZL	\$30.00	AA Depreciation details	Staff-Property
2/03/2022	SCREENCLOUD LONDON LND	\$1,235.86	Annual Subscription-Digital signage software	Staff-Libraries
2/03/2022	STANDARDS NZ WELLINGTON NZL	\$571.64	Resources - Climate Change	Staff-Climate Change
1/03/2022	TRELLO COM ATLISSIAN NEW YORK NY	\$926.81	Licenses for Service Desk	Staff-ICT
23/02/2022	GROKABILITY SNIPE IT SAN DIEGO CA	\$61.32	Subscription	Staff-ICT
21/02/2022	BROOK SANCTUARY NELSON NZL	\$62.10	Registration fee	SLT-Community Services
10/02/2022	MAILCHIMP MISC MAILCHIMP COM GA	\$84.06	Subscription	Staff-Libraries
3/02/2022	TRELLO COM ATLISSIAN NEW YORK NY	\$97.57	Licenses for Service Desk	Staff-ICT
27/01/2022	HUMMINGLY CHRISTCHURCH NZL	\$514.60	Staff Training	Staff-EOC
24/01/2022	GROKABILITY SNIPE IT SAN DIEGO CA	\$61.09	Subscription	Staff-ICT
20/01/2022	ONE BUFFER PLAN SAN FRANCISCO CA	\$182.15	Social Media advertising	Staff-Comms
20/01/2022	ONE BUFFER PLAN SAN FRANCISCO CA	\$546.51	Social Media advertising	Staff-Comms
19/01/2022	SELZ COM SELZ LYNNE C ALBERT PARK VIC	\$159.66	Books	Staff-Business Improvement
17/01/2022	GARMIN AUSTRALASIA PTY Eastern Creek AUS	\$42.00	Subscription	Staff-Science & Environment
10/01/2022	MAILCHIMP MISC MAILCHIMP COM GA	\$73.48	Subscription	Staff-Libraries
5/01/2022	FACEBK ML3GQA7GS2 fb me ads IRL	\$609.90	Social Media advertising	Staff-Comms
5/01/2022	TRELLO COM ATLISSIAN NEW YORK NY	\$93.93	Licenses for Service Desk	Staff-ICT
22/12/2021	GROKABILITY SNIPE IT SAN DIEGO CA	\$61.14	Subscription	Staff-ICT
20/12/2021	THE NEW ZEALAND SOCIET WELLINGTON NZL	\$17.11	Subscription- fee charge	Staff-Business Improvement
20/12/2021	THE NEW ZEALAND SOCIET WELLINGTON NZL	\$570.40	Subscription	Staff-Business Improvement
17/12/2021	GARMIN AUSTRALASIA PTY Eastern Creek AUS	\$42.00	Subscription	Staff-Science & Environment
16/12/2021	Conferences Events 1 Nelson NZL	\$862.50	Staff training	Staff-Building Unit
15/12/2021	Southern Inst Technolo Invercargill NZL	\$105.00	Staff training	Staff-Environment Management
15/12/2021	TRELLO COM ATLISSIAN NEW YORK NY	\$11.39	Licenses for Service Desk	Staff-ICT
10/12/2021	MAILCHIMP MISC MAILCHIMP COM GA	\$90.97	Subscription	Staff-Libraries
9/12/2021	AGH Gift Cards Christchurch CHC	\$270.00	Christmas lunch	Staff- Comms
3/12/2021	TRELLO COM ATLISSIAN NEW YORK NY	\$75.51	Licenses for Service Desk	Staff-ICT

Payment Date	Description	Amount	Items Purchased	Person Spent
2/12/2021	MBIE MIN BUSINESS INN WELLINGTON NZL	\$730.25	Registration fee	Staff-Finance
2/12/2021	SP CHARGEMASTER AUCKLAND AUK	\$472.54	EV charge cable	Staff-Property
1/12/2021	FACEBK BNRMT9PFS2 fb me ads IRL	\$436.82	Social Media advertising	Staff-Comms
17/11/2021	GARMIN AUSTRALASIA PTY Eastern Creek AUS	\$42.00	Subscription	Staff-Science & Environment
15/11/2021	FACEBK 5XBSH93MS2 fb me ads IRL	\$208.46	Social Media advertising	Staff-Comms
10/11/2021	MAILCHIMP MONTHLY MAILCHIMP COM GA	\$70.00	Subscription	Staff-Libraries
3/11/2021	NZ EVENTS ASSOCIATION AUCKLAND NZL	\$488.75	Annual Subscription	Staff-Events
3/11/2021	TRELLO COM ATCLASSIAN NEW YORK NY	\$71.65	Licenses for Service Desk	Staff-ICT
1/11/2021	FACEBK U5YT59FFS2 fb me ads IRL	\$277.67	Social Media advertising	Staff-Comms
29/10/2021	ALBERTA S MAPUA NZL	\$11.20	Coffees - interview	SLT-Corporate Services
28/10/2021	HALIFAX CAFE NELSON NZL	\$17.00	Coffees - interview	SLT-Corporate Services
27/10/2021	NEWSROOM CO NZ AUCKLAND NZL	\$290.00	Subscription	Staff-Comms
18/10/2021	GARMIN AUSTRALASIA PTY Eastern Creek AUS	\$42.00	Subscription	Staff-Science & Environment
14/10/2021	PERRY S AUTO SVCS MAPUA NZL	\$30.60	Fuel	SLT-Corporate Services
14/10/2021	THE INSTITUTE OF ACTUA SYDNEY NSW	\$1,055.42	Membership fees	Staff-Business Improvement
13/10/2021	FACEBK UH8Y88TLS2 fb me ads IRL	\$116.32	Social Media advertising	Staff-Comms
12/10/2021	Dick Smith Auckland NZL	\$825.79	Headsets	Staff-ICT
11/10/2021	MAILCHIMP MONTHLY MAILCHIMP COM GA	\$61.51	Subscription	Staff-Libraries
8/10/2021	FACEBK SDEAK8BMS2 fb me ads IRL	\$250.00	Social Media advertising	Staff-Comms
7/10/2021	SOS BUSINE SOS BUSINE AUCKLAND NZL	\$50.00	Vouchers - Spring Photo comp	Staff-Comms
4/10/2021	PAYPAL EFFECTIVESP 4029357733 SGP	\$862.50	Staff training	SLT-Strategy & Communications
4/10/2021	STANDARDS NZ WELLINGTON NZL	\$285.82	Guide	Staff-Environment Management
4/10/2021	TRELLO COM ATCLASSIAN NEW YORK NY	\$74.51	Licenses for Service Desk	Staff-ICT
1/10/2021	FACEBK VZD6Z7XFS2 fb me ads IRL	\$757.05	Social Media advertising	Staff-Comms
30/09/2021	FACEBK 3MXLZ77MS2 fb me ads IRL	\$250.00	Social Media advertising	Staff-Comms
28/09/2021	MAPUA PHARMACY MAPUA NZL	\$5.00	Private transaction	SLT-Corporate Services reimbursed from personal account
23/09/2021	FACEBK ZPR7L8PLS2 fb me ads IRL	\$150.00	Social Media advertising	Staff-Comms
20/09/2021	FACEBK 5XTVU8XLS2 fb me ads IRL	\$75.00	Social Media advertising	Staff-Comms
20/09/2021	FACEBK S9LZJ7FMS2 fb me ads IRL	\$100.00	Social Media advertising	Staff-Comms
20/09/2021	GARMIN AUSTRALASIA PTY Eastern Creek AUS	\$96.00	Set up fee/subscription	Staff-Science & Environment
17/09/2021	FACEBK 6GCME8PLS2 fb me ads IRL	\$50.00	Social Media advertising	Staff-Comms
17/09/2021	FACEBK CDHTQ7KMS2 fb me ads IRL	\$50.00	Social Media advertising	Staff-Comms
15/09/2021	FACEBK WQ8HF7TLS2 fb me ads IRL	\$30.00	Social Media advertising	Staff-Comms
15/09/2021	Vernon Systems Ltd Kingsland NZL	\$193.92	Subscription	Staff-Arts & Heritage
14/09/2021	FACEBK 2HSFD7FLS2 fb me ads IRL	\$30.00	Social Media advertising	Staff-Comms
14/09/2021	FACEBK DFAHF8KLS2 fb me ads IRL	\$30.00	Social Media advertising	Staff-Comms
14/09/2021	FACEBK R7YUC8PLS2 fb me ads IRL	\$30.00	Social Media advertising	Staff-Comms
9/09/2021	MAILCHIMP MONTHLY MAILCHIMP COM GA	\$59.86	Subscription	Staff-Libraries
3/09/2021	TRELLO COM ATCLASSIAN NEW YORK NY	\$72.86	Licenses for Service Desk	Staff-ICT
1/09/2021	FACEBK 8ZDW277GS2 fb me ads IRL	\$411.15	Social Media advertising	Staff-Comms

Payment Date	Description	Amount	Items Purchased	Person Spent
23/08/2021	Vernon Systems Ltd Kingsland NZL	\$386.05	Subscription	Staff-Arts & Heritage
9/08/2021	MAILCHIMP MONTHLY MAILCHIMP COM GA	\$70.69	Subscription	Staff-Libraries
3/08/2021	TRELLO COM ATCLASSIAN NEW YORK NY	\$73.47	Licenses for Service Desk	Staff-ICT
2/08/2021	FACEBK 7MXFB6XFS2 fb me ads IRL	\$497.63	Social Media advertising	Staff-Comms
2/08/2021	FACEBK S8DBT338A2 fb me ads IRL	\$60.00	Library Promotion/Programme expenses	Staff-Libraries
26/07/2021	COMSHARE INV SERV LTD TAKAPUNA NZL	\$25.00	Computershare for Audit	Staff-Finance
23/07/2021	Nelson Airport LTD Nelson Nel	\$12.00	Parking	SLT-Corporate Services
23/07/2021	Wgtn Combined Taxis Wellington NZL	\$38.70	Taxi-LGFA Conference	SLT-Corporate Services
23/07/2021	Wgtn Combined Taxis Wellington NZL	\$39.00	Taxi-LGFA Conference	SLT-Corporate Services
19/07/2021	Southern Inst Technolo Invercargill NZL	\$155.00	Staff training	Staff-Environment Management
15/07/2021	5TH STREET SYDENHAM NZL	\$192.00	Staff reward	CE
12/07/2021	TRELLO COM ATCLASSIAN NEW YORK NY	\$14.15	Licenses for Service Desk	Staff-ICT
9/07/2021	MAILCHIMP MONTHLY MAILCHIMP COM GA	\$70.80	Subscription	Staff-Libraries
5/07/2021	Oculus Digital Dublin IRL	\$14.72	VR Games	Staff-Libraries
5/07/2021	Oculus Digital Dublin IRL	\$14.72	VR Games	Staff-Libraries
5/07/2021	Oculus Digital Dublin IRL	\$29.48	VR Games	Staff-Libraries
5/07/2021	Oculus Digital Dublin IRL	\$29.48	VR Games	Staff-Libraries
5/07/2021	Oculus Digital Dublin IRL	\$29.48	VR Games	Staff-Libraries
5/07/2021	Oculus Digital Dublin IRL	\$36.86	VR Games	Staff-Libraries
5/07/2021	Oculus Digital Dublin IRL	\$36.86	VR Games	Staff-Libraries
5/07/2021	Oculus Digital Dublin IRL	\$44.25	VR Games	Staff-Libraries
5/07/2021	TRELLO COM ATCLASSIAN 4157011110 NY	\$55.13	Licenses for Service Desk	Staff-ICT
5/07/2021	Woman Beauty Nelson NZL	\$50.00	Staff reward	Staff-Finance
2/07/2021	FACEBK RAA7U278A2 fb me ads IRL	\$50.00	Library Promotion/Programme expenses	Staff-Libraries
2/07/2021	FARMERS ONLINE AUCKLAND NZL	\$150.00	Staff reward	Staff-Finance
1/07/2021	BOAT SHED CAFE NELSON NZL	\$77.62	Staff reward	Staff-Comms
1/07/2021	FACEBK Q6SAJ5XFS2 fb me ads IRL	\$417.75	Social Media advertising	Staff-Coms
1/07/2021	Mighty APE Limited Rosedale NZL	\$178.00	Mobile wi-fi	Staff-Building
25/06/2021	APPLIANCE TESTING SUPP AUCKLAND NZL	\$37.95	Testing & tagging	Staff-ICT
25/06/2021	NELSON TASMAN HOSPICE NELSON NEW	\$100.00	Donation	SLT-Infrastructure
23/06/2021	HUMANITIX AUCKLAND NZL	\$614.91	Conference - x3 Youth Councillors	Staff-Admin
23/06/2021	New Zealand Law Societ Wellington NZL	\$4,457.40	Professional Fees	Staff-Legal
21/06/2021	HALIFAX CAFE NELSON NZL	\$21.00	Meeting - coffees (x4 pax)	SLT-Corporate Services
16/06/2021	PAYPAL NZ GERONTOG 4029357733 SGP	\$80.00	Membership-NZ Assoc Gerontology	SLT-Strategy & Communications
14/06/2021	GRAMMARLY CO3RC0S1B 8883186146 CA	\$1,512.32	Annual Subscription	Staff-Comms
11/06/2021	Zoe and Morgan Grey Lynn NZL	\$75.00	Staff Reward	Staff-Comms
10/06/2021	URBAN EATERY NELSON NZL	\$51.75	Staff Reward	Staff-Comms
9/06/2021	MAILCHIMP MONTHLY MAILCHIMP COM GA	\$68.85	Subscription	Staff-Libraries

Payment Date	Description	Amount	Items Purchased	Person Spent
2/06/2021	FACEBK JEY752K8A2 fb me ads IRL	\$79.99	Library Promotion/Programme expenses	Staff-Libraries
2/06/2021	WWW THEBOOKSELLER COM LONDON SE1 GBR	\$532.12	Annual Subscription	Staff-Libraries
1/06/2021	FACEBK 9QMKG5KFS2 fb me ads IRL	\$497.45	Social Media advertising	Staff-Comms
1/06/2021	HUMANITIX TICKETING CHRISTCHURCH NZL	\$9.94	Staff training	SLT-Strategy & Communications
31/05/2021	STANDARDS NZ WELLINGTON NZL	\$249.64	Adaptation to climate change requirements and guidelines	Staff-Climate Change
26/05/2021	Max Fashions Limited Auckland NZL	\$30.00	Staff Reward	SLT-Strategy & Communications
26/05/2021	Max Fashions Limited Auckland NZL	\$100.00	Staff Reward	SLT-Strategy & Communications
26/05/2021	SurveyMonkey 0035315920752 IRL	\$1,095.65	Annual Subscription	Staff-Comms
19/05/2021	BANXIA SOFTWARE LTD KENDAL GBR	\$999.08	Software	Staff-ICT
13/05/2021	Vernon Systems Ltd Kingsland NZL	\$190.39	Ehive museum collection management	Staff-Arts & Heritage
10/05/2021	MAILCHIMP MONTHLY MAILCHIMP COM GA	\$58.86	Subscription	Staff-Libraries
6/05/2021	SPROUT SOCIAL INC 8668783231 IL	\$2,317.77	Subscription-Social media tool	Staff-Comms
6/05/2021	TRADEME A030 PING Wellington NZL	\$59.25	Commission- sale of e-bike	Staff-Property
3/05/2021	FACEBK 8G2UFZJ7A2 fb me ads IRL	\$140.00	Library Promotion/Programme expenses	Staff-Libraries
3/05/2021	FACEBK TY27A4FFS2 fb me ads IRL	\$574.01	Social Media advertising	Staff-Comms
3/05/2021	OXFORD CAFE RICHMOND NZL	\$29.30	Staff farewell	SLT-Corporate Services
27/04/2021	PAPERLESS POST NEW YORK NY	\$857.74	Tuku21 Event Host Invitations	Staff-Community Partnerships
20/04/2021	BCFNZ AUCKLAND NZL	\$100.00	Donation	Staff-Libraries
16/04/2021	EB Te Kaiaotanga o Te Wellington NZL	\$120.00	Te Kaiaotanga o te Reo Tickets	Staff-Te Kahui Whiria
15/04/2021	NelsonCentreofMusicalA Nelson NSN	\$20.60	Tuku21 Event Tickets	Staff-Community Services
9/04/2021	MAILCHIMP MONTHLY MAILCHIMP COM GA	\$60.42	Subscription	Staff-Libraries
9/04/2021	Oculus Dublin IRL	\$1,794.00	Equipment - VR Headsets	Staff-Libraries
8/04/2021	NEW ZEALAND SPINAL TRU CHRISTCHURCH CHR	\$113.80	2x books, Head Space Brain Injury Handbook	Staff-People & Capability
6/04/2021	FACEBK M75KTYS7A2 fb me ads IRL	\$60.84	Library Promotion/Programme expenses	Staff-Libraries
1/04/2021	FACEBK ZAMYH33GS2 fb me ads IRL	\$608.06	Social Media advertising	Staff-Comms
25/03/2021	Nelson Airport LTD Nelson Nel	\$12.00	Parking	SLT-Corporate Services
23/03/2021	PAPERLESS POST 8776058644 NY	\$143.52	Tuku21 Event Host Invitations	Staff-Community Partnerships
22/03/2021	Frank s Trees Richmond NZL	\$150.00	Staff Reward	SLT-Strategy & Communications
22/03/2021	SMARTSHEET INC BELLEVUE WA	\$484.12	3 additional licenses	Staff-Community Partnerships
	Total spend:	\$39,064.07		

Mayor Reese						
Payment Date	Description	Amount	Items Purchased			
16/02/2022	CHARGENET NZ LIMITED ROSEDALE NZL	\$12.62	EV charging			
25/11/2021	UNICEF NEW ZEALAND WELLINGTON NZL	\$500.00	Donation 2021 Afghanistan Appeal			
11/10/2021	CHARGENET NZ LIMITED ROSEDALE NZL	\$17.29	EV charging			
28/09/2021	EARTHBLOOM FLOWERSTORE NELSON NZL	\$78.00	Bereavement flowers			
2/08/2021	CHATEAU MARLBOROUGH BLENHEIM NZL	\$1,032.50	Accommodation LGNZ Conference			
22/07/2021	CHARGENET NZ LIMITED ROSEDALE NZL	\$17.84	EV charging			
20/07/2021	CHARGENET NZ LIMITED ROSEDALE NZL	\$12.19	EV charging			
19/07/2021	Market St Cafe Blenheim NZL	\$10.00	LGNZ Conference-meal			
19/07/2021	Market St Cafe Blenheim NZL	\$36.20	LGNZ Conference-meal			
23/06/2021	Albert s Nelson NZL	\$125.50	Dinner - reimbursed by Mayor			
8/06/2021	SIMPLY NEW ZEALAND NELSON NZL	\$191.50	Mayoral gifts for dignatories			
8/06/2021	SIMPLY NEW ZEALAND NELSON NZL	\$199.50	Mayoral gifts for dignatories			
30/03/2021	Wgtn Combined Taxis Wellington NZL	\$38.60	Taxi fare			
	Total spend:	2,271.74				

CE Pat Dougherty			
Payment Date	Description	Amount	Items Purchased
17/12/2021	SOFITEL WELLINGTON WELLINGTON NZL	\$265.20	Accommodation 3Waters Steering Committee
16/12/2021	Nelson Airport LTD Nelson Nel	\$36.00	Airport parking
16/12/2021	Wgtn Combined Taxis Wellington NZL	\$42.80	Taxi fare
15/12/2021	Wgtn Combined Taxis Wellington NZL	\$41.10	Taxi fare
15/12/2021	Wgtn Combined Taxis Wellington NZL	\$43.40	Taxi fare
14/12/2021	Wgtn Combined Taxis Wellington NZL	\$36.60	Taxi fare
11/10/2021	HEAVEN SCENT FLORIST MASTERTON NZL	\$110.00	Bereavement flowers
13/09/2021	GROVE PARK MOTOR LODGE BLENHEIM NZL	\$450.00	Accommodation
27/07/2021	AMALGA TAXIS 3 888 000 WELLINGTON NZL	\$48.80	Taxi fare
27/07/2021	Nelson Airport LTD Nelson Nel	\$16.00	Airport parking
27/07/2021	Wgtn Combined Taxis Wellington NZL	\$44.20	Taxi fare
19/07/2021	BLENHEIM PALMS MOTEL BLENHEIM NZL	\$712.98	Accommodation - LGNZ Conference
19/07/2021	RAUPO BLENHEIM NZL	\$79.00	Meal-LGNZ Conference
19/07/2021	The Runway Blenheim NZL	\$48.50	Breakfast-LGNZ Conference
15/07/2021	WATERY MOUTH CAFE BLENHEIM NZL	\$32.50	Lunch-LGNZ Conference
13/07/2021	Nelson Airport LTD Nelson Nel	\$12.00	Airport parking
14/06/2021	CAPITAL TAXIS WELLINGTON NZL	\$52.00	Taxi fare
14/06/2021	Nelson Airport LTD Nelson Nel	\$24.00	Airport parking
11/06/2021	KIWI CABS WELLINGTON NZL	\$38.70	Taxi fare
1/06/2021	HARBOUR CITY TAXI 111 WELLINGTON NZL	\$51.40	Taxi fare
1/06/2021	Nelson Airport LTD Nelson Nel	\$12.00	Airport parking
1/06/2021	Wgtn Combined Taxis Wellington NZL	\$59.20	Taxi fare
14/05/2021	NAHM RESTAURANT NELSON NZL	\$77.00	Staff Reward
11/05/2021	Hutt City Taxis Lower Hutt NZL	\$55.80	Taxi fare
11/05/2021	Nelson Airport LTD Nelson Nel	\$12.00	Airport parking
10/05/2021	Nelson Airport LTD Nelson Nel	\$12.00	Airport parking
10/05/2021	Wgtn Combined Taxis Wellington NZL	\$47.50	Taxi fare
29/04/2021	HOUSE OF TRAVEL WELLIN WELLINGTON NZL	\$200.70	Accommodation-Rural & Provincial
28/04/2021	CAPITAL TAXIS WELLINGTON NZL	\$48.30	Taxi fare
28/04/2021	Nelson Airport LTD Nelson Nel	\$12.00	Airport parking
28/04/2021	Wgtn Combined Taxis Wellington NZL	\$54.80	Taxi fare
13/04/2021	Nelson Airport LTD Nelson Nel	\$12.00	Airport parking
13/04/2021	Wgtn Combined Taxis Wellington NZL	\$42.80	Taxi fare
13/04/2021	Wgtn Combined Taxis Wellington NZL	\$57.90	Taxi fare

13/09/2021	GROVE PARK MOTOR LODGE BLENHEIM NZL	\$450.00	Accommodation
	Total spend:	\$2,889.18	

Credit Card Use Policy

Effective: February 2018

Review Date: February 2021

Contact: Accounting & Property Services Manager

1 PURPOSE

- 1.1 To provide clear policies and procedures for the use of corporate credit cards, as required by Audit New Zealand.

2 AVAILABILITY

- 2.1 Credit cards are issued only to the Chief Executive, Group Manager Corporate Services and the Mayor, where there is a clear business need.
- 2.2 The need for an individual credit card is to be reviewed by the Chief Executive annually.
- 2.3 The current credit card limit is \$5,000 for each card except for the Group Manager Corporate Services who has a \$7,000 credit card limit. In special circumstances (e.g. overseas travel) this limit may be temporarily extended.

3 PURCHASES

- 3.1 The credit card may only be used to pay for expenses incurred in carrying out Council or Mayoral related duties. Refer to the relevant Sensitive Expenditure Policy and Procurement Policy for required approvals for expenditure.
- 3.2 Approved expenses that may be paid for by credit card includes:
- a. Reasonable incidental expenses necessarily incurred when travelling as part of Council or Mayoral duties. This would include taxi fares, hiring a rental vehicle, or other transport. Travel and accommodation are to be booked and authorised as per the Sensitive Expenditure Policy. In exceptional circumstances with approval by Group Manager Corporate Services or the Chief Executive the Council credit card may be used.
 - b. Where the credit card holder is attending any function as a representative of Council where it would be appropriate to present a gift of any kind the credit card may be used for that gift. The gift must be modest and appropriate to the occasion and the cost should not exceed \$200.
 - c. The credit card may be used for the cost of food and drinks where it might be expected that the credit card holder would host people on behalf of Council. In the case of the Mayor only, it is appropriate to charge the cost of home hospitality undertaken as part of Mayoral duties, including the cost of food and drinks.
 - d. Purchases of goods and services used by Council may be more conveniently or required to be paid for by credit card, particularly online or phone purchases e.g. online purchases, overseas software, texts or manuals. It is acceptable to use a Council credit card for such purposes if that is the most practicable method, provided the utmost care is taken. It is the responsibility of the user to be certain as to the supplier, for the security of the credit card when providing details, and for the provision of documentation and evidence of purchase, including an itemised invoice, and if GST is applicable, a valid GST Tax Invoice. A purchase order must be raised by the user and approved in advance by the credit card holder and, wherever possible, the purchase order number included at the time of purchase.
 - e. Personal use of the Council credit card is prohibited.

- 3.3 The credit card must not be used for cash advances. Where cash is required, it must be obtained by prior arrangement with Finance and receipts produced for all expenditure. Refer to the Sensitive Expenditure Policy (A210088).
- 3.4 A valid tax invoice must be obtained and kept for all expenses paid by credit card. Eftpos receipts are not adequate for Audit/IRD purposes and you must request and obtain an itemised tax invoice if you are not given one. Where no valid tax invoice is provided or the expenditure is not authorised, the card holder may be personally responsible for payment of that amount.

4 RESPONSIBILITY & AUTHORITY

- 4.1 In the event of loss or theft of the card, the Accounting & Property Services Business Unit must be notified as soon as possible to prevent unauthorised use of the card.
- 4.2 In the event of misuse of the card or breach of the policy, the right to have a credit card may be suspended or removed by the Chief Executive or in the Chief Executive's case by the Mayor. Further action may be taken in terms of the cardholder's Employment Agreement.
- 4.3 Council will take liability and responsibility for all payments due to be made in respect of the credit card providing the cardholder takes appropriate care and responsibility with the Council credit card to ensure its use is consistent with this policy. Reasonable efforts must be made to ensure there is no misuse, theft or breach of security when dealing with credit card purchases over the phone or internet.
- 4.4 Cardholders must certify the appropriateness of the expenditure, and submit each credit card statement to the Chief Executive for approval. The Chief Executive's credit card expenditure is to be approved by the Mayor and Group Manager Corporate Services. The Mayor's credit card expenditure is to be approved by the Chief Executive and the Deputy Mayor or the Governance Chair.
- 4.5 This policy is intended to cover most situations where a Council credit card needs to be used. Any expenditure must be clearly justified as a necessary business expense as credit card expenditure is strictly audited, and explanations for credit card use may be requested by Audit NZ.
- 4.6 All credit card expenditure must be kept within budgetary constraints as approved as part of the planning process and consistent with the Delegations Register.
- 4.7 In the event the use a Council credit card is required in circumstances not covered in this policy, the proposed use needs to be approved by the Chief Executive, or in the case of the Chief Executive, by the Mayor.
- 4.8 The Accounting & Property Services Business Unit is responsible for the day to day management of credit cards including card acquisition, monitoring and reporting on their use and ensuring credit cards are cancelled and destroyed appropriately.

5 RELATED POLICIES

- 1. Procurement Policy (A1540508)
- 2. Fraud prevention policy (A138198)
- 3. Sensitive Expenditure Policy (A210088)
- 4. Celebrations Guidelines (A207202)