



Sensitive Expenditure Policy for Elected Members

Sensitive expenditure is normally comprised of one or several of the attributes below:

- *The expenditure could potentially result in a perceived or real private gain/benefit to an individual;*
- *The expenditure is considered an “unusual” expenditure item for Council;*
- *The expenditure is not directly aligned with the Council’s core business, or that its link to the normal business purpose of Council is unclear;*
- *The expenditure may involve a conflict of interest (legal or ethical); or*
- *The expenditure could be perceived as an extravagant or intemperate expenditure.*

1. Purpose

- 1.1. The purpose of this policy is to ensure that Council expenditure in general, and sensitive expenditure, are transparent, conservative, and justifiable, and that all such expenditure would withstand public scrutiny/enquiry.
- 1.2. This policy should be read in conjunction with the Conflict of Interest Policy, the Elected Members Code of Conduct, and the Local Government Members (2019/20) Determination 2019.

2. Scope

- 2.1. This policy applies to all Elected Members for the Waitaki district, without exception.

3. Principles

- 3.1. The Sensitive Expenditure Policy for Elected Members (SEPEM) is implemented to ensure that all expenditure decisions are operationally rational, economically prudent, and ethically admissible. Hence, under the SEPEM all expenditure decisions must:
 - Be cost-effective,
 - Have a justifiable business purpose,
 - Preserve impartiality,
 - Be made with integrity,
 - Be moderate and conservative,
 - Be transparent,
 - Be appropriate, as determined by the circumstances.
- 3.2. Under the SEPEM, all expenditure decisions are to be in compliance with the following Council policy documents:
 - Waitaki District Council Elected Members’ Code of Conduct; and
 - Register of Delegations to Elected Members’ Policy, to ensure Elected Members act within delegated authority; and the
 - Local Government Members (2019/20 Determination 2019.
- 3.3. The SEPEM strictly prohibits any expenditure decision being motivated by, or undertaken by, the prospect of individual profit/benefit.

- 3.4. In the absence of specific rule(s)/guideline(s), Elected Members ought to exercise good judgement as informed by both the outlined principles and the given context.

4. Key Definitions

Approval/Approved means **approval under the One-up Principle** which denotes that all Elected Members are required to discuss with, and gain endorsement of the Mayor prior to committing Council to any costs. The Mayor's one-up would be the Chair of the Performance, Audit and Risk Committee.

Conflicts of Interest exists when Elected Member duties or responsibilities to an entity could be, or are perceived to be, affected by some other separate interest or duty. Conflict of interest can have both legal and ethical dimensions.

Council denotes Waitaki District Council.

Elected Member denotes all Councillors who have been elected to represent a ward of the Waitaki district, and Community Board members who have been elected to represent on either the Ahuriri or Waihemo Community Board.

Fleet Fuel Card applies to the vehicle fleet fuel cards. This does not apply to fuel cards under individual names where money is deducted from the card holders' fortnightly salary.

Officer denotes all managers and other employees of Council.

Official Council Duty is where the Elected Member has been invited to attend a meeting in the capacity as an Elected Member. This includes Council meetings, Community Board Meetings, Citizenship Ceremonies, and Committee Meetings. This does not include community meetings attended where an invitation has not been specifically extended for attendance as an Elected Member.

Proper and Prudent Behaviour, in relation to expenditure, includes identifying and managing conflicts of interest (or situations with the potential to be perceived as conflicts of interest); being fair, honest, transparent, circumspect, and careful to avoid undesired consequences; and being accountable for complying with organisational controls over expenditure.

Public Entity & Entity have the same meaning as in Section 5 of the Public Audit Act 2001. As provided in that Act, the term includes any subsidiary or other controlled entity of the principal entity.

Sensitive Expenditure is expenditure by a public entity that provides, has the potential to provide, or has the perceived potential to provide a private benefit to an individual staff member or Elected Member of a public entity that is additional to the business benefit of the expenditure. It also includes expenditure by a public entity that could be considered unusual for the entity's purpose and/or functions.

5. Approval of Sensitive Expenditure

- 5.1. Any authorisation for any sensitive expenditure must be given:
- Before the expenditure is incurred, wherever practical;
 - By applying the one-up principle; and
 - Where a justified business purpose is evident, in the opinion of the person giving approval.

6. Reimbursement of Sensitive Expenditure

- 6.1. It is expected that all Elected Member expenditure that has occurred while undertaking official Council duties will be incurred directly by the Elected Member and then reimbursed through the approved claim process. This process will be referred to repeatedly through this policy.
- 6.2. Pre-approval of cost likely to be re-imbursed is also generally required.
- 6.3. All claims and pre-approvals will be on a One-up basis.
- 6.4. Elected Members will not engage directly with suppliers on Councils' behalf.
- 6.5. All claims for reimbursement must be submitted promptly after the expenditure is incurred. Except in exceptional circumstances, this should be no later than the end of each quarter.
- 6.6. Claims will be processed and, if qualified for full or partial reimbursement, reimbursed promptly. This means within one week (5 working days) from the date of the claim submission. Claims are processed each week on a Thursday.
- 6.7. Sensitive expenditure will only be reimbursed if it is deemed to be reasonable, actual, and has been incurred directly in relation to Council business.
- 6.8. GST-compliant invoices/receipts and other supporting documentation must be submitted for all sensitive expenditure. Credit card statements do not constitute adequate documentation for reimbursement, unless approved by the Mayor or Chair of the Performance, Audit and Risk Committee as the appropriate one-up.
- 6.9. All claims must clearly state the business purpose of the expenditure where it is not clear from the supplier documentation supporting the claim.
- 6.10. All claims for minor expenditure (i.e. under \$30) must document the date, amount, description, and purpose when receipts are not available.

- 6.11. Wherever possible, Council's preferred suppliers are to be used.
- 6.12. Reimbursement for vehicle mileage will be paid at the applicable rate when Elected Members are requested to attend a meeting in the capacity as an Elected Member on official Council duty. For example, Councillors may seek reimbursement for vehicle mileage when attending Council meetings and workshops, or Citizenship Ceremonies. They may not seek mileage for occasions where they have attended a Community meeting without a formal invitation to attend as a Councillor. Similarly, Community Board Members may seek reimbursement for mileage for attending a Community Board Meeting, or when they are required to attend a Council meeting.

7. Use of Council Credit Card

- 7.1. The use of a credit card is not in itself a form of sensitive expenditure. However, credit cards are a common method of payment for such expenditure. The Sensitive Expenditure Policy for Elected Members is designed to minimise the risks associated with the use of credit cards, namely:
- Inappropriate business-related expenditure,
 - Obtaining cash for business purposes, with subsequent expenditure being poorly documented or justified,
 - Obtaining cash for personal benefit or paying for personal items.
- 7.2. Council does not issue credit cards to Elected Members.
- 7.3. Council will have only one credit card issued in the name of the Council Chief Executive (or Deputy Chief Executive). The credit card is used only as a payment method of last resort which is when no other means of payment is practical or cost effective.
- 7.4. The credit card limit is set and approved by Council or a standing committee of the Council, specifically the Performance, Audit and Risk Committee. The current limit is set at \$10,000.
- 7.5. *An Elected Member will not be granted direct use of the credit card. A request for payment via the credit card needs to be through a Council officer, who will go through the correct process to seek approval and use of the credit card for payment.*
- 7.6. *Any corporate credit card is prohibited from being used on private expenditure.*
- 7.7. *Unauthorised use of a Council credit card constitutes a breach of the code of conduct and may result in disciplinary action.*
- 7.8. *The corporate credit card is not to be used to obtain a cash advance under any circumstances.*

8. Use of Fleet Vehicle Fuel Cards

- 8.1. Each Council fleet vehicle is allocated a fuel card.
- 8.2. The fleet/fuel card must only be used for fuel and oil purchases.
- 8.3. Vehicle users may only use the fuel card for fuelling the vehicle to which it is assigned.
- 8.4. Use of the allocated fuel card for fuelling any vehicle other than the vehicle to which it is assigned, is prohibited.

9. Training/Conferences/Seminars

- 9.1. Conferences/seminars and training courses can only be attended by Elected Members with prior approval from the Mayor and only booked when the Travel Booking Form is completed and signed by the Mayor.
- 9.2. The booking form and approval will include conference fees, and travel and accommodation costs which will be incurred by Council directly.
- 9.3. Reimbursement of any incidental costs i.e. meals outside of conference inclusion are reimbursed by the usual reimbursement process.
- 9.4. All reimbursement requests must be submitted to the Mayor via the Reimbursement Claim Form.

10. Travel and Accommodation Expenditure

- 10.1. Elected Members may incur travel and accommodation costs while conducting Council business elsewhere in New Zealand or overseas. The principle of a justified business purpose, and moderate and conservative expenditure, are particularly relevant for travel and accommodation expenditure.
- 10.2. Travel and accommodation expenditure should be economical and efficient, having regard to purpose, distance, time, urgency, and personal health, security and safety consideration.

- 10.3. All travel and accommodation expenditure must be approved by the Mayor prior to bookings being made centrally in line with Council's All of Government (AOG) Travel Management Services (TMS) Contract.

11. Travel Insurance

- 11.1. Council will provide Elected Members with overseas travel insurance while on Council business abroad. This will be purchased as part of the travel booking through the AOG TMS Contract.
- 11.2. Any additional period of travel insurance cover is to be agreed on a one-up basis.

12. Air Travel

- 12.1. Air travel is to be booked well ahead of the travel date, so the expenditure is the most cost-effective possible.
- 12.2. Any air travel (domestic, trans-Tasman or international) may only be booked by a member of the Executive Administration Team using the TMS booking portal as part of the AOG TMS Contract.
- 12.3. Requests for air travel should be made via the Travel Booking Form on our intranet home page. A printed copy of the travel booking form can also be obtained from one of the Governance Advisor, or from one of Council's Executive Administration assistants. The form needs to be approved on a one-up basis prior to requesting the booking to be made.
- 12.4. The cheapest flight option should be the first choice, however semi-flexi fares can be booked to meet time and flexibility requirements with approval by your one-up approver.
- 12.5. Where an Elected Member is unable to travel due to unforeseen work commitments or extraordinary personal circumstances (such as illness), then the Elected Member must advise the Mayor or Chief Executive immediately.
- 12.6. Where an Elected Member chooses (without good cause) not to travel following a flight booking (particularly if a non-refundable fare has been purchased), then the Mayor or Chief Executive may request reimbursement of costs.
- 12.7. Individuals travelling internationally for business are required to arrange their own passport at their cost.
- 12.8. If a visa is required for the destination country being visited for business purposes, this will be arranged and paid for by Council as part of the travel booking arrangements.
- 12.9. Airline VIP Lounge memberships such as Air New Zealand Koru Club are available to the Mayor and maybe made available to specific Elected Members with prior approval of the Mayor.

13. Accommodation, Beverages, and Meals while on Council Business

Regarding Accommodation:

- 13.1. Accommodation should be cost-effective, considering the geographic location of the accommodation relative to where staff are working, the standard of accommodation, and safety and security issues.
- 13.2. Requests for accommodation required for travel as an Elected Member must be requested via the Travel Booking Form. All bookings should have prior approval on a one-up basis.
- 13.3. The **maximum** amount to be spent on accommodation is \$250 per night (including GST) non-metro, and \$300 per night (including GST) for metro. This amount is the maximum, and the travel booker is expected to look for the most cost-effective option available.
- 13.4. Where accommodation is greater than the above amounts, approval on a one-up basis is required before booking the accommodation.
- 13.5. Staying with friends or relatives as an alternative to commercial accommodation, is permissible. In such a condition, one can claim the amount of \$50 per night to donate to the host to cover the cost of accommodation and/or meals.
- 13.6. One must obtain prior approval from the Mayor for being accompanied by a companion (e.g. a relative or a friend) on any business trip. An Elected Member must pay for any expenses incurred travelling with their spouse, partner, or other family members that are additional expenses because of that person. That includes additional accommodation fees, meals, airfares, etc. These additional costs are not claimable from Council.
- 13.7. Accommodation may be booked the night prior to an event, if it is considered reasonable for the Elected Member to arrive in advance due to travel/meeting start times.
- 13.8. Discretionary entertainment expenses such as movies, alcoholic mini-bar costs, and private telephone calls charged to the accommodation will not be reimbursed by Council.

- 13.9. Accommodation check-out times are to be observed. In the absence of extenuating circumstances, any additional costs because of failing to check out in time are the responsibility of the Elected Member.
- 13.10. Where travel arrangements are extended to accommodate an Elected Member's personal arrangements, all costs in addition to the business component of the trip are the responsibility of the Elected Member.
- 13.11. Reasonable expenses will be met for unexpected events, such as, but not limited to, overnight expenses due to a cancelled plane flight.

Regarding Meals:

- 13.12. Reasonable meal costs will be met. In general, the total cost (including beverages) is expected not to exceed:
 - Breakfast \$40.00
 - Lunch \$25.00
 - Dinner \$60.00 (this amount includes one beverage)
- 13.13. Council will allow the reimbursement of one alcoholic beverage per day while travelling for business if this is ordered as part of an evening meal.
- 13.14. Meals should be charged to the accommodation account, or if externally purchased, the Elected Member must obtain a GST receipt to enable reimbursement.
- 13.15. If due to mitigating circumstances the defined cap is exceeded, then an explanation of such circumstance(s) is to accompany the receipt. Approval of such claims are at the discretion of the one-up approver.
- 13.16. Separate meal expenses will not be met where a meal has been provided as part of the meeting, conference, training, seminar etc.

14. Motor Vehicles and Taxis

Use of Private Vehicles:

- 14.1. Use of private motor vehicles is likely to be the most commonly incurred cost and the basis of most claims for reimbursement. Councillors may seek reimbursement for vehicle mileage when conducting Council business including attending Council meetings and workshops, or Citizenship and other ceremonies. They may not seek reimbursement for occasions where they have attended a community meeting without a formal invitation to attend as a Councillor.
- 14.2. Similarly, Community Board Members may seek reimbursement for mileage for attending a Community Board Meeting, or when they are required to attend a Council meeting.
- 14.3. Pre-approval is required for Elected Members to be reimbursed for the use of a private motor vehicle when travelling out of the district on official Council duties.
- 14.4. Council will not normally pay for travel by private motor vehicle when travel by other means is either more practical and/or cost effective. Elected Members are always expected to use a Council vehicle when travelling out of town for Council business if there is one available. If Council vehicles are not showing as available at the time required, the Fleet Manager may be able to assist.
- 14.5. If the use of a private vehicle is approved, the vehicle owner must ensure that they have appropriate insurance cover, current vehicle registration and a current warrant of fitness while it is being used on Council business. Any fines (parking or traffic offences) incurred while using a private vehicle on Council business are the responsibility of the driver.
- 14.6. All reimbursement claims for use of a private motor vehicle must be made on the appropriate form. Reimbursement will be made in accordance with the current mileage rates set by Inland Revenue, if agreed for reimbursement prior to use.

Council Pool Cars:

- 14.7. Where possible, Elected Members are encouraged to use a Council pool car or other Council vehicle for reasonable distances of travel within the South Island.
- 14.8. Any fines (parking or traffic expenses) incurred while using a Council vehicle are the responsibility of the driver (unless the fine relates to an aspect of the condition of the vehicle outside the driver's control).
- 14.9. Elected Members should return Council vehicles as soon as possible following the completion of use with a full tank of petrol, and in a clean condition.
- 14.10. Elected Members should not take a Council vehicle home overnight, unless in exceptional circumstances with prior one-up approval.
- 14.11. Elected Members are encouraged to carpool when traveling, where possible.
- 14.12. Refer also to the Vehicle Use and Monitoring Policy and Guidelines.

Rental Cars:

- 14.13. Elected Members must use the most economical type and size of rental car, consistent with the requirements of the trip (including the distance and number of people).
- 14.14. Rental cars should be requested as part of the Travel Booking Form and are to be booked by a member of the Executive Admin team using the appropriate TMS booking portal as part of the AOG TMS Contract.
- 14.15. Rental cars are only to be used for business conducted outside of the district.
- 14.16. Any fines (parking or traffic offences) incurred while using a rental vehicle are the responsibility of the driver.
- 14.17. Private use of a rental vehicle is only permitted in exceptional circumstances and requires one-up approval prior to booking. All additional costs because of private use are the responsibility of the Elected Member.

Taxis, Shuttles and Alternative Land Transport:

- 14.18. Taxi's, in relation to this policy, includes any other alternative form of taxi available including ride-share options.
- 14.19. Council will pay for travel by taxi for Elected Members who are travelling on Council business. Council expects the use of taxis to be moderate, conservative and cost-effective relative to other transport options.
- 14.20. Where possible, shuttles should be utilised for transport to and from airports for reasonable distances where time permits (i.e. for shuttling from a hotel or event to the airport).
- 14.21. Taxis can be requested on the Travel Booking Form, to be booked by a member of the Exec Admin Team via the TMS booking portal.
- 14.22. Reimbursement of taxi fares that were not pre-booked, but were required for Council business, will be approved on the basis of presenting a GST receipt. Council will not reimburse taxi's that were not required for Council business.
- 14.23. Council will not pay for taxis between home and office, unless the reason for travel is because of work past a reasonable hour, a safety concern, or similar justification, and prior approval for the travel has been given where practicable.
- 14.24. Alternative land transport modes can be considered such as scooters or e-bikes where this is considered cost or time-efficient by the traveller. The traveller should use their independent judgement with regard to safety of the alternative transport mode.

15. Parking

- 15.1. Elected Members may utilise airport parking options. The most cost-effective parking option must be utilised.
- 15.2. The costs of parking will be reimbursed provided the purpose of the trip is for approved Council business, and that a GST receipt is provided.

16. Tipping

- 16.1. Council will not reimburse Elected Members for tipping while they are on business in New Zealand.
- 16.2. Council will reimburse Elected Members for appropriate tipping during international travel for Council business, only in places where tipping is local practice, such as in the United States.

17. Private Arrangement and Stopovers

- 17.1. Elected Members, with the express approval of the Mayor, may undertake private travel before, during, or at the end of Council travel, provided there is no additional cost to Council, and that the private travel is only incidental to the business purpose of the travel. If there are additional costs incurred (such as a difference in the cost of flights) these costs must be covered by the Elected Member.
- 17.2. Travel costs for accompanying spouses, partners, or other family members are personal expenses and will not be reimbursed by Council.
- 17.3. The cost of stopovers will only be reimbursed by Council when they are pre-approved and have a clear business purpose.

18. Sale of surplus assets to Elected Members

- 18.1. As part of normal business, Council will from time to time dispose of assets. Typically, this is when the assets have become obsolete, worn out, or surplus to requirements. The procedures that council will follow when disposing of the assets needs to be transparent and fair.

- 18.2. Council will not sell assets to Elected Members at a discounted rate if greater value could be realised by an alternative method of disposal.
- 18.3. Elected Members are not to dispose of any assets.

19. Entertainment and Hospitality Expenditure

- 19.1. Expenditure on entertainment and hospitality is limited to the Mayor.
- 19.2. Expenditure on entertainment and hospitality is sensitive because of the range of purposes it can serve, the opportunities for private benefit, and the wide range of opinions as to what is appropriate.
- 19.3. Entertainment and hospitality can cover a range of items from tea, coffee, and biscuits to catering, such as meals and alcohol. This also includes non-catering related items, such as entry to sporting or cultural events.
- 19.4. The following business purposes of entertainment and hospitality have been identified, as listed below:
 - Building relationships;
 - Representing the organisation;
 - Reciprocity of hospitality where this has a clear business purpose and is within normal bounds, acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;
 - Building Revenue.
- 19.5. It is important to recognise that, given the non-commercial function of Council, there is likely to be only limited justification for some of the purposes outlined above being legitimate reasons for expenditure on entertainment.
- 19.6. Alcoholic beverages may only be supplied at events where external stakeholders are attending, with prior approval for the event and anticipated spend from the Chair of the Performance, Audit and Risk Committee.
- 19.7. Reimbursement of alcoholic beverages purchased during reciprocal relationship building may be reimbursed if the need is clearly fit for business purpose, and moderate, and substantiated by appropriate documentation that includes receipts, names of parties entertained, and the reasons for the entertainment and hospitality.
- 19.8. The principles of justified business purpose, moderate, and conservative expenditure are particularly relevant to Council. Council requires tight control of expenditure, and transparent reporting.

20. Loyalty Reward Scheme Benefits

- 20.1. Loyalty reward schemes provide a benefit to the customer for continuing to use a particular supplier of goods and services. Generally, the rewards tend to be given in the name of the individual who obtains the goods or services, regardless of who has paid for them.
- 20.2. Prizes received from a competition entry obtained while undertaking council business are also considered a loyalty or reward scheme for purposes of this policy, as are air points. In situations where receiving a prize or loyalty reward could be perceived as inappropriate, even if the entity rather than the individual would benefit from it, council would expect the prize or reward to be declined.

21. Private Use of Council Assets

- 21.1. Any physical item owned, leased, or borrowed by Council is considered an asset for the purpose of this policy. This includes but is not limited to photocopier machines, telephones, cameras, drones, means of accessing the internet, and stationery. Elected Members have the responsibility to use these assets in a professional, ethical and lawful manner.
- 21.2. Computers, electronic media and services provided by Council are primarily for business use to assist Elected Members in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, Elected Members are expected to demonstrate a sense of responsibility and not abuse this privilege. It should be noted that data and information held on or transferred via a Council owned device is the property of Council and is subject to LGOIMA.

- 21.3. Where the costs to Council of private use of assets has been identified, these costs will be recovered from the individual, unless it is impractical or uneconomic to separately identify those costs. These costs may include excessive use of data.
- 21.4. The use of Council assets in any private business that any Elected Member may operate is not permitted.
- 21.5. Elected Members that have a Council cell-phone allocated to them as a tool of their job, must ensure the use of the phone is in accordance with their employment agreement. Elected Members travelling overseas for non-business travel are responsible for the costs of data-roaming or the costs of non-work calls made when they travel, and the costs of data use while overseas, unless an arrangement has been agreed in writing with the Mayor or Chief Executive, prior to that travel taking place.
- 21.6. Elected Members that have a Council vehicle allocated to them as a tool of their job must comply with the terms in their employment contract if their contract allows the use of the vehicle with a "personal use" provision.

22. Council Use of Private Assets

- 22.1. The main issue associated with Council's use of private assets is the risk of Council paying or reimbursing amounts that inappropriately benefit Elected Members. Therefore, pre-approval by the Mayor is required.
- 22.2. Council may decide that reimbursing Elected Members for use of private assets is appropriate for reasons such as cost, convenience, or availability. Council may also decide to do this in circumstances where it would not fully use an asset of the same type if it is acquired directly. Examples include private motor vehicles, private cell phones, and private computers.
- 22.3. Elected Members must not approve or administer payments to themselves for Council's use of private assets.

23. Koha

- 23.1. Koha payments must be approved by the Chief Executive.
- 23.2. Koha payments should not exceed \$1,000 per Rūnanga per event.

24. Donations

- 24.1. No Elected Member has the authority to make a donation by Council.

25. Gifts


- 25.1. Elected Members' impartiality and integrity must be maintained when receiving gifts.
- 25.2. Elected Members must comply with the corresponding provisions in the Gifts and Inducements Policy and Guidelines when receiving gifts.
- 25.3. In all instances, Elected Members must (as appropriate) inform the Mayor, that they have received a gift for service or appreciation.
- 25.4. While receiving a gift is not strictly an issue of sensitive expenditure because it does not involve expenditure on the part of the organisation or individual receiving the gift, it is nevertheless a sensitive issue, and one that needs to be managed carefully.
- 25.5. It is especially important that receiving a gift does not alter decision-making, as this could be perceived as acting without impartiality or integrity.

26. Failure to Comply with Sensitive Expenditure Policy for Elected Members

- 26.1. All Elected Members are required to comply with this policy. Failure to do so may result in disciplinary action.
- 26.2. Examples of non-compliance include, but are not limited to:
 - Failure to obtain appropriate (as a minimum) one-up approval.
 - Private use of a Council pool car, and/or
 - Failure to declare a gift as required by the Gifts and Inducements Policy.

27. Related Documents

- 27.1. Elected Members' Code of Conduct
- 27.2. Conflict of Interest Policy
- 27.3. Local Government Elected Members Determinations
- 27.4. Gifts and Inducements Policy and Guidelines
- 27.5. Recognition of Important Events Guidelines
- 27.6. Computer Use Policy
- 27.7. Vehicle and Monitoring Policy
- 27.8. Take-Home Vehicle Use Agreement
- 27.9. Procurement Policy

Policy Owner	Finance and Corporate Development Group Manager	Version	1
Policy Contact	Corporate Development Officer	Last Reviewed By	Corporate Development Officer and Finance and Corporate Development Operations Manager
Approved By	Mayor	Last Reviewed Date	12 May 2021
Name	Mr. Gary Kircher	Signature	
Approved Date		Date of Next Review	1 March 2024 (pre-LTP)

