
FP004 – Corporate Credit Cards

1. Intention

To provide guidance on the issue of corporate credit cards to officers.

2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

3. Statement

Council approves the issue of a Business Credit Card facility to the value of \$43,000 per month for ease of on-line purchases and other incidental purchases where other payment methods are not practicable. Individual cards holders are as follows;

- Chief Executive Officer with a limit of \$15,000.
- Director Corporate Services with a limit of \$5,000.
- Director Place, Community & Economic Development with a limit of \$5,000.
- Director Planning & Sustainability with a limit of \$5,000.
- Manager Corporate Services with a limit of \$5,000.
- Manager Place & Community Development with a limit of \$1,000.
- Community Emergency Services Co-ordinator with a limit of \$5,000.
- Visitor Centre Manager with a limit of \$1,000.
- Executive Assistant with a limit of \$1,000.

Conditions of use shall be as follows:

- Expenditure to be for official Council purposes only. Personal use and recoup of expenditure not permitted.
- No cash withdrawals are to occur.
- Inadvertent personal transactions in error to be reimbursed within 30 days of Bank Statement issue date.
- Receipts to be kept (orders where appropriate) and presented to Accounts employees.
- Access to card is restricted when not in use including adequate security.
- Statement to be reconciled monthly with supporting documents and a signed
- Authority form “Corporate Credit Cardholder Agreement” signed by card recipient.
- Use of card by other officers requires signed authority in the form of a Council Purchase Order.
- Purchase to be in accordance with Shire of Waroona Purchasing Policy where relevant.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Finance				
Policy Number	FP004				
Contact Officer	Director Corporate Services				
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	Medium	Review Frequency	As required	Next Review	When required
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
27/03/2007	Amended to reflect current employees.	OCM07/049
25/09/2007	Amended to reflect current employees.	OCM07/160
28/10/2014	Amended to reflect current employees.	OCM14/10/127
25/10/2016	Amended to reflect current employees.	OCM16/10/115
18/12/2018	Updated as part of major review.	OCM18/12/126
17/12/2019	Updated as part of major review.	OCM19/12/163
25/02/2020	Amended to reflect current employees.	OCM20/02/019
23/06/2020	Amended to reflect current employees.	OCM20/06/106
27/04/2021	Amended to reflect current employees.	OCM21/04/053
22/06/2021	Amended to reflect current employees and reformatted.	OCM21/06/071
Previous Policies		
FIN028 – Corporate Credit Card 3.15 – Corporate Credit Card		