

---

## 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 \$57,000 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 and Community Services with a limit of \$10,000.
- Director Infrastructure and Development Services with a limit of \$10,000.
- Manager Corporate Services with a limit of \$5,000.
- Manager Works & Waste Services with a limit of \$5,000.
- Community Services Coordinator with a limit of \$5,000.
- Building Maintenance Officer 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.

<b>Division</b>	Finance				
<b>Policy Number</b>	FP004				
<b>Contact Officer</b>	Director Corporate & Community Services				
<b>Related Legislation</b>	Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
<b>Related Shire Documents</b>	Nil				
<b>Risk Rating</b>	Medium	<b>Review Frequency</b>	As required	<b>Next Review</b>	When required
<b>Date Adopted</b>	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
14/12/2021	Amended to reflect current employees.	OCM21/12/203
22/02/2022	Amended to reflect current employees.	OCM22/02/011
27/09/2022	Amended to include issue of credit card for administration purposes to the Manager Works and Waste Services. Updated title changes.	OCM22/09/124
Previous Policies		
FIN028 – Corporate Credit Card		
3.15 – Corporate Credit Card		