

CCSP 6 Credit Card Policy



26 February 2019

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 5: Effective leadership and governance.

Objectives

The purpose of this policy is to provide guidance for the use, allocation, control and safe custody of corporate credit cards.

Policy

1. Approvals and use

- a) Council has approved the provision of a corporate credit card for the CEO in accordance with the CEO's contract of employment. This entitles the CEO to use the corporate credit card to make purchases for reasonable expenses incurred within the approved budget adopted by Council. The use of the credit card for the purposes of food and beverage is to be restricted to:
- Food or beverage provided as staff, Councillor and Council Committee meals prior to or after meetings and workshops of Council and Committees of Council;
 - Food or beverage provided for authorised Council strategic planning, Councillor training and Council functions or staff corporate training, staff meetings and recognition functions with the prior approval of the CEO;
 - Occasional hospitality for distinguished guests and visitors on official business to the Shire with the approval of the CEO in consultation with the President, eg President and CEO of WALGA, Mayors, Presidents and CEO's of other local governments, Members of Parliament, visiting speakers, project consultants; and
 - Food, beverage and entertainment for clients of Council services and community members attending approved Council functions, events and activities.
- b) All other Corporate Credit Cards shall be approved by the Chief Executive Officer based on a demonstrated need and advantage to the Shire and used strictly in accordance with the Corporate Credit Card Procedure.

2. Cardholder Use Agreement

An agreement must be signed by the cardholder which sets out the cardholders responsibilities and legal obligations when using the credit card.

3. Register

A register shall be maintained of all current cardholders and will be stored in the Shire's Record Keeping system.

Expenditure limit for Corporate Credit Cards

The maximum credit limits and transaction limits for corporate credit cards are as follows:

Cardholder	Monthly Limit	Maximum transaction limit	Expenditure Authorisation
Chief Executive Officer	\$10,000	\$5,000	Shire President
Directors	\$8,000	\$5,000	Chief Executive Officer
Emergency Services Manager	\$5,000	\$5,000	Director Corporate & Community Services
Managers	As approved by CEO	\$5,000	Responsible Director

4. Records

Supporting paperwork shall be provided by the cardholder in accordance with Shire's Corporate Credit Card Procedure.

5. Non-compliance

Failure to comply with the requirements of this policy will result in disciplinary action.

Application

Responsibility for the implementation of this policy rests with the Shire President and Chief Executive Officer. The policy is to be reviewed every three years.

Document and version control table

Strategic outcome	Effective Leadership and Governance		
Responsible Directorate	Corporate and Community Services		
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Date of original issue	22/05/2013		
Contact officer	Director Corporate and Community Services		
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Version	Date issued	Brief description
1.0	22 May 2013	Initial issue
2.0	12 April 2017	Review
3.0	26 February 2019	Updated with implementation of Corporate Credit Card Procedure and Cardholder Use Agreement