



Policy 2.2.12 – Corporate Credit Card Policy

1. Policy Purpose

The purpose of this policy is to provide guidance to Shire of Harvey (Shire) employees that are deemed to require the ability to pay for Shire-related expenses with a minimum of inconvenience.

2. Policy Scope

This policy applies to all employees of the Shire who are assigned a corporate credit card.

3. Policy

That corporate credit cards be used only for the following purposes which shall relate to bona fide Shire business:

- Conference and meeting costs
- Accommodation expenses
- Meals in relation to Shire business
- Fuel expenses
- Business related entertainment expenses
- Minor equipment parts and repairs
- Other sundry creditor payments where payment via credit card is considered the best or most efficient means of payment.

That all officers with a corporate credit card sign an agreement with the Shire that the facility will not be misused or used for any purpose other than those specified under this policy.

The credit card limit for the CEO shall be \$20,000.

The CEO will determine the maximum limit for each corporate credit card issued to Shire employees up to \$20,000.

That a register of all current cardholders be kept which includes, card number, expiry date of the credit card and credit limit.

All new and existing cardholders will be provided with a copy of the policies relating to the use of credit cards.

3.1. Conditions of use

- Use of the corporate credit card for personal use is prohibited.
- The credit card is not to be used for cash withdrawals.
- A corporate credit card shall only be used for the purchase of goods and services in the performance of official duties.
- In all cases of misuse, the Shire of Harvey reserves the right to recover any monies from the cardholder.
- Top up of the credit card can be allowed with the approval of the Director or CEO and after submitting all previous tax invoices to the finance department.
- Transactions that seem to be unreasonable, excessive and unauthorised will be subject to audit and reported to the CEO where appropriate action will be undertaken.

3.2. Purchasing

- Purchases on the corporate credit card are to be made in accordance with the Shire's Policy 2.2.8 – Purchasing Policy.
- Corporate credit cards are only to be used to purchase goods and services for which there is a budget provision.

3.3. General

- That the cardholder should report to the Manager Finance immediately if the corporate credit card has been lost or stolen.
- That the cardholder will return the corporate credit card to the Manager Finance if employment ceases or the position they hold no longer requires a credit card.
- That the corporate credit card will not be transferred to other users.
- If reward schemes apply to the use of the corporate credit card, then the reward is to be used for the benefit of the Shire only.
- If the cardholder fails to comply with this policy, then it shall be treated as fraud and dealt with as such.

3.4.Reconciliation Procedures

- Shire officers to follow the reconciliation process as established under Shire’s Organisational Directive for Corporate Credit Cards.
- The payment of the credit card will be by Direct Debit from the Shire’s Municipal bank account on a monthly basis.

3.5.Reporting

All purchases using a corporate credit card shall be included in the list of payments made by employees using purchasing cards and presented to the Council in accordance with Regulation 13 and 13A of the Local Government (Financial Management) Regulations 1996.

4. Strategic Objective

The policy aligns with the following strategic objective:

	Performance A representative leadership that is future thinking, transparent and accountable.
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5. Definitions

Nil

6. Legislation

- *Local Government Act 1995*
- Local Government (Financial Management) Regulations 1996 r. 5, 11, 13 and 13A

7. Related Documents

- Council Policy 2.2.8 – Purchasing Policy

Responsible officer	Director Corporate Services		
Responsible team	Finance		
Responsible area	Corporate Services		
Version control	Date	Resolution	Number
Version 1	23.05.2006	Resolution	20956/14
Version 2	12.08.2008	Resolution	08/350
Version 3	15.09.2015	Resolution	15/264
Version 4	22.01.2019	Resolution	19/020
Version 5	23.05.2023	Resolution	23/068
Version 6	28.07.2026	Resolution	26/156