

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Approved
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	24/08/2022
VERSION NUMBER:	6
REVIEW DATE:	24/08/2026
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Financial Management Policy Business Continuity Plan Procurement Policy Instrument of Delegation Corporate Credit Card Procedure Compliant Contractor Guidelines
RELATED LEGISLATION:	Local Government Act 1989 Local Government Act 2020 Australian Tax Office Goods and Services Tax (GST)
EVIDENCE OF APPROVAL:	



---

Signed by Manager Financial Services

FILE LOCATION: K:\EXECUTIVE\Strategies policies and procedures\Policies - adopted PDF and Word\POL Corporate Credit and Fuel Cards v6.docx

**Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire website (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.**

**This document is available in alternative formats (e.g. larger font) if requested.**

## 1 PURPOSE

This policy is to manage risks associated with the issue and use of Council corporate credit cards and the issue and use of corporate fuel cards.

## 2 SCOPE

This policy applies to staff who have been authorised within the Levels of Authority Delegations to be a holder of a Council corporate credit card or corporate fuel card.

## 3 POLICY

A Council issued corporate credit card should be used:

- for minor purchases under \$300 where credit card processing facilities are available
- for any online purchases where there is a secure credit card portal and Council does not hold a commercial account
- when it is a purchase for the supply of services which would otherwise be tier 1 supplier or goods with a supplier that is likely not to be used for future purchases and does not warrant the provider to be added to the Council's compliant supplier system.

A Council issued corporate fuel card should be used for all possible fuel purchases for the vehicle/plant item for which the card is issued.

Responsibility for the appropriate use of a corporate credit or fuel card rests with the individual cardholder. Responsible use of the corporate cards means that the card is used solely for Council business and is the most appropriate method for purchasing the goods or services in certain circumstances. Any exceptions to this are to be pre-approved by a direct supervisor or the Director Corporate for the Mayor.

### 3.1 Limitations on usage

A corporate credit or fuel card is not to be used for:

- cash advances in any form
- personal use. Accidental personal use is to be reported immediately and repaid within ten working days.

A corporate credit card should not be used for the purchase of fuel, except in cases of necessity. All reasonable attempts should be first made to use the fuel card provided with each Council vehicle to purchase fuel.

A corporate credit card is not to be used for the purchase of uniform items. Purchase of personal protective equipment such as work boots and initial protective clothing is permitted but must be pre-approved by the relevant supervisor or team leader.

All purchases must adhere to Council's Procurement Policy.

### 3.2 Usage

Credit cards and fuel cards are provided as a supplement to Council's normal purchasing system. Regular monitoring of card usage will be undertaken by the Finance Department and reports can be prepared on request.

### 3.3 Authorisation

Approval of the Chief Executive Officer is required to authorise the issue of a credit card to a staff member and or Mayor and determine the transaction limit. The transaction limit for each cardholder cannot exceed their financial delegation limit.

The authorising officer for all card statements must be supervisor level or higher in accordance with approved delegations. An authorising officer is responsible for the authorisation of credit card transactions within five working days of coding by the card holder.

The authorising officer for the Chief Executive Officer for statements is the Director Corporate along with a review by the Mayor.

The authorising officer for the Mayor for statements is the Director Corporate along with a review by the Chief Executive Officer.

Fuel cards are issued by the Procurement Team and are assigned to each fleet and plant item. They are restricted to only the fuel type of the plant item / vehicle. Council has a combined monthly limit on fuel accounts. Council will also keep on hand a number of spare cards for use in any hire vehicles.

### 3.4 Cardholder responsibilities

All cardholders are individually responsible for the security and use of their credit and fuel card in compliance with this policy and associated procedure. Cardholders may be held responsible for payment for any purchase that does not have satisfactory documentation to enable their supervisor to authorise the transaction.

Responsibilities of the cardholder are to:

- ensure transaction details include a correct ledger number
- ensure all transactions have a receipt that complies with the Australian Tax Office (ATO) guidelines
- complete the coding of transactions within five working days of transaction by the cardholder.

There are consequences for staff members who fail to meet the above responsibilities, particularly where this is repeated. These consequences may include the immediate suspension of the cardholder's account until such time as the purchases are acquitted and authorised.

Cardholders must not allow other staff members to record card details for future use. Where a staff member needs to use a corporate credit card that is not theirs, they must ask permission and notify the cardholder:

- who the supplier is
- what the purchase is
- how much the purchase is expected to be.

Once the purchase is made, the invoice / receipt is to be forwarded to the cardholder along with the ledger and information required within the description to assist with coding.

Cardholders must not ask for, nor accept, cash refunds where purchases were made with a corporate card. All refunds must be made back to the credit or fuel card. Where a refund is required from a supplier it is the responsibility of the cardholder to obtain such credit.

Responsibility for the delivery of all goods or services purchased by a credit or fuel card rests solely with the cardholder.

The cardholder must ensure payments are not duplicated. This may happen if a purchase has been made using a credit or fuel card and then again through the creditors system when the tax invoice for the transaction is received.

Credit card Personal Identification Numbers (PIN) can be reset by contacting either the Manager Financial Services or visiting a branch of the issuing bank.

Fuel card PIN are pre-set when the card is issued, and the number will remain the same to ensure consistency for staff who use multiple vehicles.

Where a password is forgotten for the FlexiPurchase online system, this can be reset by contacting the Manager Financial Services.

Where a user has been locked out of the FlexiPurchase online system, access can be reinstated by contacting the Manager Financial Services.

When a cardholder leaves Council, the authorising officer must return the corporate credit card to the Manager Financial Services for cancellation. The fuel card is to remain with the appropriate vehicle.

If a credit card is lost the staff member must immediately notify the Manager Financial Services and call the issuing bank and cancel. A request for new card will be placed with the banking provider.

If a fuel card has been lost the staff member must immediately contact the Procurement Team who will cancel the card and request a replacement.

### 3.5 Special provisions

Circumstances sometimes arise that require Council to invoke its Business Continuity Plan. Examples of such circumstances include, but are not limited to, flood, fire or earthquake. In these instances Council officers need to offer responsive support to the community and special provisions will apply.

In order to assist officers in an emergency management situation, the Chief Executive Officer has the discretion to increase cardholders' credit limits should this be considered necessary. Finance staff will increase the credit limit on individual cardholders within the limits of Council's overall facility limit and the cardholder's financial delegation via the online FlexiPurchase portal.

## 4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Authorising Officer	CEO, directors, and managers and supervisors who authorise the credit card transactions. An Authorising Officer must be at Manager level or higher
Cardholder	Any officer of Council authorised to have a credit card issued in their name
Corporate Credit Card	A credit card personalised and issued to the user named on the card, using the facility limit of Council
Corporate Fuel Card	A fuel card personalised and issued to each vehicle or plant item named on the card, using the facility limit of Council

Term	Definition
Personal use / personal transactions	Any purchase intended for personal benefit. Purchase of any items not normally required by a staff member in the course of their employment with Council
Tier 1 supplier	As defined in the Compliant Contractor Guidelines

## 5 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act. Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

## 6 REVIEW

The Manager Financial Services will review this policy for any necessary amendments no later than 4 years after adoption of this current version.