
FP004 – Corporate Purchasing and Credit Cards

1. Intention

The intention of this policy is to:

- Provide guidance in the issue and use of corporate purchasing and credit cards in order to ensure good governance and compliance with Council's purchasing policies.
- Reduce the risk of fraud and misuse of corporate purchasing and credit cards and minimise the Shire's financial and reputational risk.
- Fulfil all statutory requirements of the *Local Government Act 1995* with respect to the use of corporate purchasing and credit cards.
- Adopt best practice in developing a clear and comprehensive policy on the use of corporate purchasing and credit cards.

2. Scope

This policy applied to all Shire employees that are issued with and/or use a corporate purchasing and/or credit card.

3. Statement

The Shire of Waroona is committed to delivering best practice in the approval, issuing and use of corporate purchasing and credit cards with the principles of transparency, probity, and good governance in compliance with the Local Government Act 1995 and the Local Government Financial Management Regulations 1996.

It is expected that the following principles, standards and behaviours must be observed by cardholders:

- Full accountability by the cardholder for all purchasing decisions and the efficient, effective and proper expenditure of funds based on achieving value for money.
- All purchasing practices shall be transparent, free from bias, fully documented and in compliance with relevant legislation, regulations, and requirements consistent with the Shire of Waroona's purchasing policies and code of conduct.
- All purchases using Shire of Waroona corporate purchasing and credit cards should be for Shire business activities only.

Approval for the issue of corporate purchasing and credit cards will be determined by Council as part of this policy.

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.
- Manager Community Development 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.

Council approves the issue of Purchasing Cards (Fuel Cards) for the purchase of fuel for Volunteer Bushfire Emergency Vehicles and equipment for bushfire activities only. Fuel cards will be issued to a custodian who will be responsible for the cards use.

The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:

- That there is adequate controls in place surrounding the issuing and use of corporate purchasing and credit cards.
- There are effective acquittal practices in place surrounding the use of corporate purchasing and credit cards including a clear separation of duties between the cardholder purchasing goods and services and the officer approving acquittals of the expenditure.
- Purchases made on corporate purchasing and credit cards adhere to procurement policies.
- Purchases made on corporate purchasing and credit cards are as transparent as those passed through accounts payable.
- Cardholders understand the obligations of being a cardholder.
- There are strict controls to limit the use of corporate purchasing and credit cards.
- There are strict internal controls to review, monitor and report on the use of corporate purchasing and credit cards.

Operational guidance is provided through the implementation of Management Practice 'FMP006 Corporate Purchasing & Credit Cards'.

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 triennially.

6. Associated Documents

Nil.

Division	Finance				
Policy Number	FP004				
Contact Officer	Director Corporate & Community Services				
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	Medium	Review Frequency	Triennially	Next Review	June 2027
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

Date	Details of Amendment	Reference
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
23/07/2024	Reviewed with significant amendments and addition of up-to-date content	OCM24/07/108
27/04/2024	Amended to add equipment to the approved uses of a volunteer bush fire brigade fuel card.	OCM24/08/128
Previous Policies		
FIN028 – Corporate Credit Card		
3.15 – Corporate Credit Card		