

# Corporate Credit Card Policy

Title:	Corporate Credit Card Policy
Policy number:	014
Adopted by:	Council
Next review date:	11 December 2026
Responsibility:	Chief Executive Officer

Version	Decision number	Adoption date history	Doc ID
1	Resolution 5 of 18-08-14	18 September 2014	Doc ID:151168
2	Resolution 1 of 16-03-15 16	16 March 2015	Doc ID: 158029
3	Resolution 6 of 28-02-18 28	28 February 2018	Doc ID: 215127
4	OCM/59 of 11-12-2025	11 December 2024	

## 1. Purpose:

The purpose of this policy is to define the guidelines for the use of Tiwi Islands Regional Council (TIRC) issued corporate credit cards and responsibilities of the card holders.

## 2. Scope:

This policy applies to the CEO of TIRC, and to all staff members who have been issued with a corporate credit card.

## 3. Policy Statement:

- Council is committed to sound financial management, public accountability, and transparency.
- Upon approval by the CEO an authorised officer of the Council will prepare and lodge the corporate credit card application with the Councils' financial institution.
- Council issued corporate credit cards may only be used for Council purposes; the purchases must relate to business related transactions only.
- A tax invoice must be obtained for all transactions.
- Council issued corporate credit cards shall not be used to obtain cash advances or for personal purchases.
- Corporate credit cards are not to be used when the Council has established a trading account with a supplier, except where the circumstances do not allow for a purchase order to be raised.
- Corporate credit cards should not be used by any person other than the cardholder.

## 4. Principles

### 4.1 Issuing of corporate credit cards

- Corporate credit cards will not be issued to any person other than an officer of the TIRC.
- Corporate credit cards will only be issued with the approval of the Chief Executive Officer (CEO).
- Upon approval by the CEO an authorised officer of the Council will prepare and lodge the corporate credit card application with the Councils' financial institution.

#### **4.2 Corporate credit card limits**

- The CEO will determine the credit limit for each card, keeping the total credit for all issued cards within the limit set by the Councils' financial institution.
- There is no cash advance functionality.

#### **4.3 Tax Invoices**

- Holders of Council issued cards must ensure that a Tax Invoice is provided for every purchase.
- A Tax Invoice will include details of the goods or services provided, have a total amount paid and will include the GST amount.
- An EFTPOS receipt is not a Tax Invoice and will not be accepted on its own as proof of purchase.
- Emailed requests for goods and services, particularly conference registrations, must all have a Tax Invoice.
- All suppliers will provide a Tax Invoice on request.
- Should, in extenuating circumstances, receipts and Tax Invoices be misplaced the card holder must provide a signed and witnessed statutory declaration providing an explanation of the purpose and nature of the expenditure as well as the transaction amount and transaction vendor.
- A concise description of the nature of and reason for the expenditure is to be recorded on the tax invoice.

#### **4.4 Travel Expenses**

- All travel should be arranged with the travel officer who will arrange the necessary documentation and purchase orders.
- Corporate credit cards should only be used as a final resort when booking travel and/or accommodation.
- Corporate credit cards cannot be used to purchase meals when a travel allowance for meals has been claimed.
- All purchase of meals for travel and/or entertainment must include sufficient details including names of people dining (staff and non-staff) and a brief description of the occasion.
- There are fringe benefits tax implications when food and drink are provided to Council staff so accurate record keeping is essential to minimise the Council's FBT liability.

#### **4.5 Cardholder responsibilities**

- Each card holder is responsible for all the transactions on their credit card.
- Card information should not be given to any other person for that person to incur expenses unless there is no other means to pay for items for example conference registration or on-line orders.
- The card holder must agree to the card use for each transaction and a tax invoice must be provided to the card holder.
- The card holder should keep the card secure, preferably in a safe or on person, when not in use.
- Card holders are not to disclose their corporate credit card details (including "PIN") to other corporate members.

#### **4.6 Reconciliation**

- CEO will ensure that there is a reconciliation process.

#### **4.7 Approval**

- The finance officer will hold all reconciliations for review and approval by the Chief Executive Officer.
- The reconciliation of the CEO's credit card must be approved by the mayor.

#### **4.8 Revocation of corporate credit cards**

- Each issued corporate credit card remains the sole property of Tiwi Islands Regional Council.
- Upon termination of employment, all corporate credit cards must be cancelled immediately.
- The relevant managers, and the Chief Executive Officer may control or revoke the use of one or more corporate credit cards at any time.

#### **4.9 Loss or theft of corporate credit cards**

- Upon notification that a corporate credit card has been misplaced, lost or stolen then that card is to be cancelled immediately with no exceptions.
- The Finance department must be notified of the situation as soon as possible so that they can immediately cancel the card thereby reducing exposure to any unnecessary financial risk.

### **5. Legislative Framework**

- Local Government Act 2019
- Regulation 6(1) (e) and (f) of the Local Government General Regulations 2021.

### **6. Related documents**

- TIRC Delegation Manual.
- TIRC Procurement Policy.

### **7. Document management**

- The CEO is responsible for the Corporate Credit Card Policy.
- The policy will be reviewed every 2 years.