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| <b>Policy number</b>                | Policy 312   |
| <b>Policy title</b>                 | Transaction card   |
| <b>Strategic outcomes supported</b> | CL1 – Effectively managing resources and performance<br>CL3 – Accountability and good governance |

### Policy objective:

This policy provides a framework to guide the establishment and implementation of appropriate systems and procedures to incur expenses and make payments by transaction cards. It will ensure that the procurement of goods and services are managed appropriately, sustainably, and transparently.

### Policy scope:

This policy applies to all employees that procure goods or services using transaction cards.

### Policy definitions:

**Cardholder** means an employee who has been authorised by the Chief Executive Officer to incur expenditure by a transaction card, or authorised by the Chief Financial Officer for the Chief Executive Officer.

**Transaction card** means a card facility to procure goods and services. Example of those are corporate credit cards and store cards.

**Store card** means a card that is given out by a store and can be used to be goods at that store.

### Policy statement:

#### Allocation of a transaction card

1. Allocation of a transaction card can only be approved by the Chief Executive Officer, or in the case the card is for the Chief Executive Officer, approval is provided by the Chief Financial Officer.
2. The cardholder must sign the "Agreement – Use of Transaction Cards" to acknowledge their personal responsibilities and to comply the Policy.

#### Credit card credit limits

3. The credit limit per transaction card is prescribed in table below based on the employee's position.

| Position                                | Maximum Credit Limit |
|---|----------------------|
| Chief Executive Officer                 | \$5,000              |
| Chiefs                                  | \$5,000              |
| Executive Assistants (EAs) for Chiefs   | \$10,000             |
| Manager Technology and Digital Strategy | \$10,000             |
| Managers                                | \$5,000              |
| Service Area Leaders                    | \$4,000              |
| Mid/Senior Level Staff                  | \$3,000              |
| Other Staff                             | \$2,000              |

4. In an emergency situation, the Chief Executive Officer can approve the temporary increase of credit limit, no more than double than original maximum credit limit.

#### Store card credit limits

5. Store cards are not fixed with a set limit and usually has an overall account limit for the store the card relates to. Purchases made from store cards must be purchased using the guidance outlined in Policy 301 – Procurement and purchase orders are raised.

#### Cardholder obligations

6. A single purchase transaction threshold is \$1,000 (excluding GST), except for the following items:
  - a. A purchase of professional membership, conference, training, workshop, accommodation, and travel expense. These items are only procured by the EAs.
  - b. A purchase of information technology subscription. This item may only be procured by the Manager Technology and Digital Strategy.
7. The transaction card shall not be used;
  - a. by an employee whose name is not on the transaction card;
  - b. to withdraw cash;
  - c. for personal expenses;
  - d. with any type of reward system that provides cardholders with any personal benefit or reward;
  - e. if prior arrangements can be made for a purchase order to be issued.
8. When the transaction card is stolen, damaged, and/or has incurred suspected fraudulent transactions, the cardholder shall report immediately to the financial institution/the store and Coordinator Finance.

#### Transaction evidence

9. Transaction evidence must be obtained in the form of a tax invoice and/or receipt with information includes:
  - a. date of transaction
  - b. supplier name
  - c. supplier ABN
  - d. supplier address
  - e. amount of transaction
  - f. indication of GST.
10. Where it is not possible to obtain the transaction evidence, or such evidence has been lost, ensure alternative documents and/or explanation is provided to sufficiently support the transaction. Transactions without the supporting documentation will require a Statutory Declaration to be prepared with information listed at Item 8 and a statement of the nature of transaction.

#### Management control

11. The Chief Financial Officer shall ensure that:
  - a. transactions and cardholders by all transaction cards shall be reported monthly to Council as a part of Schedule of Accounts report.

- b. maintenance of a register of all transaction cards.
- c. annual review of the Town's credit usage.
- d. assessment and selection of transaction card facilities suitable to the efficient and effective operations of the Town.
- e. monitoring and auditing of transaction card activities is planned and reported annually.

#### Misuse, misconduct, and fraudulent use

- 12. Any alleged misuse of Transaction Cards will be investigated and may be subject to disciplinary procedures.
- 13. Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities, the matter will be reported to the appropriate regulatory agency, subject to the requirements of the Public Sector Management Act 1994 and the Corruption, Crime and Misconduct Act 2003.

#### Related documents:

[Local Government Act 1995](#)

Policy 301 Procurement

|                             |  |
|-----------------------------|--|
| <b>Responsible officers</b> | Manager Finance<br>Manager Strategic Accounting<br>Coordinator Finance<br>Accountant |
| <b>Policy manager</b>       | Chief Financial Officer  |
| <b>Approval authority</b>   | Council  |
| <b>Next evaluation date</b> | May 2026   |

#### Revision history

| Version | Action               | Date       | Authority | Resolution number | Report number |
|---------|----------------------|------------|-----------|-------------------|---------------|
| 1       | Adopted              | 20/02/2024 | Council   | 7/2024            | Item 11.3     |
| 2       | Reviewed and amended | 20/05/2025 | Council   | 95/2025           | Item 11.3     |