
5.7 Purchasing Cards

Policy Owner	Corporate Services
Person Responsible	Chief Executive Officer
Date of Adoption	18 October 2012 Resolution 031012
Date of Last Review	25 September 2025 – Resolution 060925
Date Next Due for Review	(3 years / or earlier if required)

OBJECTIVE

To provide details for the use, allocation, control and safe custody of purchasing cards by Shire staff.

POLICY

Definitions

“Purchasing Card” means a credit card, fuel card, or any other card used for transactional purposes.

“Credit Card” is defined as a facility allowing the cardholder to pay for goods and services on credit.

“Fuel Card” is defined as a facility allowing the cardholder to pay for fuel on credit.

“Business Expense” is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee’s contract of employment with the Shire or relevant Council policies.

“Personal Expense” is defined as any expense that is not a business expense.

Corporate Credit Cards

The following policy statements govern the issue and use of corporate credit cards:-

1. Credit Cards may be issued to the following members of staff:
 - Chief Executive Officer,
 - Deputy Chief Executive Officer
 - Manager Works and Services
 - Manager Regulatory Services
 - Manager Community and Customer Services

- a) The use of credit cards by employees is restricted to business expenses only. The use of corporate credit cards for any item of personal expenditure is expressly disallowed.
- b) Corporate credit cards are issued with a credit facility of \$20,000, individual card limits are as follows;

Chief Executive Officer	\$10,000
Deputy Chief Executive Officer	\$2,500
Manager Works and Services	\$2,500
Manager Regulatory Services	\$2,500
Manager of Community and Customer Services	\$2,500

- c) The use of credit cards by employees is restricted to business expenses only.
- d) The Chief Executive Officer is to ensure that operational procedures are to be put into place to manage the use of the cards and detail authorisation procedures for the purchase of goods or services using the Corporate Credit Cards.
- e) All purchases must be made in accordance with the conditions of the Shire's Purchasing Policy.

Fuel Cards

1. Fuel Cards may be issued to the following members of staff (dependent on contractual arrangement):
 - i) Chief Executive Officer
 - ii) Deputy Chief Executive Officer
 - iii) Manager Works and Services
 - iv) Manager Regulatory Services
 - v) Manager Community and Customer Services
2. The use of fuel cards for any item of personal expenditure is expressly disallowed.
3. The Chief Executive Officer is permitted to utilise their fuel card for their personal vehicle under the following circumstances.
 - i) Periods of leave – only permitted following express authority given by Council.
 - ii) If impracticable to utilise the Shire provided vehicle.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for the implementation of this policy.