

**Keywords:** *credit, card, purchases*

<b>Corporate Plan:</b>	<i>Corporate Services: Financial Management</i>
<b>Classification:</b>	<i>Executive Services – Financial Management – “Credit Card Purchasing”</i>
<b>First Issued/Approved:</b>	<i>July 2010</i>
<b>Review Frequency:</b>	<i>Good Governance Practice: Annually</i>
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<b>Next Review Due:</b>	<i>January 2019</i>
<b>Responsible Officer(s):</b>	<i>Manager Corporate Services</i>
<b>Council File Reference:</b>	<i>7.1.2; 7.63.1</i>
<b>Applicable Legislation:</b>	<i>Local Government Act 1999 (Chapter 8) Local Government Act 1999, Sections 44 and 137</i>
<b>Relevant Policies:</b>	<i>Fraud &amp; Corruption Prevention Policy, Internal Financial Control Policy, Procurement Policy</i>
<b>Related Procedures:</b>	<i>Credit Card Purchasing Procedures Procurement Procedures</i>
<b>Delegations:</b>	<i>refer list below – Cardholder Register</i>

### Purpose

The Berri Barmera Council will operate a corporate credit card system which permits an appropriate level of cards to be issued to operational staff throughout the organisation. The introduction of credit card purchasing is to augment, not replace, its existing procurement practices. Credit Card transactions are only to be performed where it is considered to be more cost effective than traditional methods. Credit card transactions are likely to be most cost effective for minor, frequent purchases or “one off” purchases or payments where time is of the essence and when obtaining ‘sale’ prices for goods and services. The number of cards will be reviewed regularly to ensure appropriateness of the limits of the cards, the purpose they were issued for and the purchases being made.

### Principles

To define the guidelines for the use of a Council Corporate Credit Card issued to the Mayor and Council employees as listed in the Cardholder Register below.

### FRAMEWORK FOR POLICY

#### Use of a Corporate Credit Card

A corporate credit card with delegated limits will only be issued with the approval of the Chief Executive Officer. Monthly credit limits and transaction limits will be set by the cardholder’s Manager and approved by the Chief Executive Officer.

A Cardholder can use their credit card only for official Council business and must not be used for personal use or gain.

A Cardholder can use the card to purchase goods and services directly, by mail, fax order or phone

from suppliers.

A Cardholder can not use the card to obtain cash from a bank or eftpos facility. All transactions by the Cardholders are to be performed in accordance with the ANZ Bank Conditions of Use.

***The accompanying Credit Card Purchasing Procedures must be referred to in conjunction with this policy to clearly define the use of a Council corporate credit card.***

### **Misuse of Credit Cards**

Examples where a credit card can be misused may include:

- A Cardholder is exceeding their credit or transaction limits,
- There is unauthorised use of the card,
- Where goods and/or services are purchased at prices that are disproportionate to their worth or generally considered excessive with reference to comparable prices for like goods and services
- Where the splitting of purchases occurs to circumvent card and/or purchasing limits.
- Where the use of Council credit card is used to acquire goods and/or services for personal use or personal gain.

Staff failing to use credit cards as per the conditions of use will have the cards withdrawn and will be subject to disciplinary action.

### **Cardholder Register**

The following are Credit Card Holders along with applicable credit spend caps and transaction limits:

<b>Cardholder</b>	<b>Spend Cap</b>	<b>Transaction Limit</b>
Mayor – Peter Hunt	\$5,000	\$5,000
CEO - David Beaton	\$5,000	\$5,000
Manager Corporate Services – Karyn Burton	\$5,000	\$5,000
Manager Infrastructure Services – Greg Perry	\$5,000	\$5,000
Manager Environmental Services and Major Projects – Myles Somers	\$5,000	\$5,000
Manager Community Development – Andrew Haigh	\$5,000	\$5,000
Manager Berri Library and Information Centre – Peter Ison	\$5,000	\$5,000
Team Leader Barmera Library – Peggy Germein	\$2,000	\$2,000
Community Services Coordinator – Ella Winnall	\$5,000	\$500
Works Co-Ordinator – David Otto De Grancy	\$10,000	\$5,000
HR/Risk Manager – Veronica Rothe	\$2,000	\$2,000
Team Leader Infrastructure – Albert White	\$5,000	\$5,000
Administration Officer Infrastructure Services – Karina Davis	\$5,000	\$5,000
Technical Officer – Kim Seekamp	\$5,000	\$5,000
Supervisor – Paul Harrington	\$5,000	\$5,000
Mechanic – Peter Peltz	\$10,000	\$5,000
Supervisor – Ron Millington	\$5,000	\$5,000
Team Leader Parks & Gardens – Shane Yard	\$5,000	\$5,000

Municipal Worker Parks & Gardens – Angelos Koskinos	\$5,000	\$500
Municipal Worker Parks & Gardens – John Vaninetti	\$5,000	\$500
Municipal Worker Construction – John Karner	\$5,000	\$500
Municipal Worker Parks & Gardens – Peter Koenig	\$5,000	\$500
Municipal Worker Construction – David Pankhurst	\$5,000	\$500
Municipal Worker Parks & Gardens – Brian Danvers	\$5,000	\$500
Municipal Worker Construction – Matthew Kennedy	\$5,000	\$500
Municipal Worker Parks & Gardens – Thomas Hayes	\$5,000	\$500
Customer Service Team Leader – Stephen Spangler	\$2,000	\$500
Executive Assistant – Jesse Lang	\$5,000	\$5,000
Development Officer – Planning – Cheryle Pedler	\$2,000	\$2,000
Environmental Health Officer – Rebecca Burton	\$2,000	\$2,000
General Inspector – John Henwood	\$2,000	\$2,000
General Inspector – Michael Murtagh	\$2,000	\$2,000

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