



## 1. Intent Policy

The intent of this policy is to minimise administration expenses, time inefficiencies, the risk of fraud and misuse by providing Oberon Council staff clear guidelines on corporate credit cards and other cards use.

## 2. Scope of Policy

This policy applies to all Oberon Council staff who are responsible for issuing and/or issued a corporate credit card and other cards.

## 3. Guidelines

### **CORPORATE CREDIT CARDS**

#### ***Card Application and Use***

Entitlement to a Corporate Credit Card shall be determined by the General Manager.

The provision of a Council Corporate Credit Card is subject to the approval of the General Manager.

#### ***Restrictions on use***

The Corporate Credit Card cannot be used to obtain cash.

Purchases must only be for the use of Council or Council related businesses and not for private or personal use.

The Corporate Credit Card is not to be used for obtaining items which are available from Council's stores inventory. A lack of planning or organisation by the cardholder is not considered a reasonable explanation for not obtaining goods from stores inventory.

### **FUEL CARDS**

#### ***Card Application and Use***

Entitlement to a Fuel Card shall be determined by the General Manager.

The provision of a Fuel Card is subject to the approval of the General Manager.

#### ***Restrictions on use***

The Fuel Card cannot be used to obtain cash, or non-vehicle related instore purchases. The Fuel Card must be used for the plant specified on the card, no other plant.

If there is a leaseback arrangement in place the use of the Fuel Card in a state other than NSW will be charged back to the lessee unless it can be proven to be for work related purposes.

**OTHER PURCHASING CARDS**

Other Purchasing Cards include but are not limited to Purchasing Cards, Virtual Cards, Store Cards and CabCharge.

Oberon Council does not provide for the use of any other form of purchasing card.

**4. Responsibilities and Procedures**

**CORPORATE CREDIT CARD**

Corporate Credit Cardholders are responsible for:

- Signing the Corporate Credit Card Acknowledgement and Conditions of Use form on receiving the Corporate Credit Card.
- Ensuring the safe keeping of the Corporate Credit Card and immediately reporting to the Bank and the Corporate Services Director if the Corporate Credit Card is lost, stolen, damaged or has suspected fraudulent transactions.
- Taking the appropriate measures to ensure the Corporate Credit Card is not used by another person other than the approved cardholder.
- Exercising professional judgement with regards to Internet purchases in regards to the security of the site.
- Not using the Corporate Credit Card without having read and understood this Corporate Credit Card Policy.
- Ensuring that the Corporate Credit Card is used in accordance with Council’s Procurement and Disposal, Code of Conduct, and other policies, as appropriate.
- Ensuring that expenditure is contained within available budget limits.

<b>Cardholder</b>	<b>Credit Card Limit</b>	<b>Delegation</b>
Mayor	\$5,000	
General Manager	\$5,000	\$150,000
Corporate Services Director	\$3,000	\$50,000
Planning & Development Director	\$3,000	\$50,000
Technical Services Director	\$3,000	\$100,000

- Ensuring that a tax invoice, receipt, docket or similar source of document is obtained for each transaction and given to the Finance Department prior to the 15<sup>th</sup> of each month as part of the monthly reconciliation. Otherwise, complete and submit a Statutory Declaration Form when the original source document for a transaction is lost, stolen, mislaid, damaged or not received.
- Cardholders must submit their monthly statements for review and signature, to the relevant party listed in the table below:

<b>Cardholder</b>	<b>Reviewer</b>
Mayor	General Manager
General Manager	Mayor
Directors	General Manager

In the event the General Manager is not available; the cardholder must seek the counter signature of the Acting General Manager or another Director.

- Should the Cardholder no longer require their Corporate Credit Card, due to position changed, resignation, or prolonged period of leave, they must inform the appropriate finance staff to arrange cancellation or temporary locking of the Corporate Credit Card.
- Independent reviews will occur at 6 - 12 month intervals by the Chief Finance Officer and Corporate Service Director, with a report presented to management and ARIC on the activities and findings.

## **FUEL CARD**

### **Plant/Fleet Fuel Cards**

Plant Manager is responsible for:

- Signing the Fuel Card
- Ensuring all Fuel Cards are in date.

Engineering Administration Assistant is responsible for:

- Ordering new and replacement Fuel Cards

Finance Team is responsible for:

- Processing Statements for payment
- Ensuring a transaction which has occurred out of scope is charged back to user

### **Leaseback vehicles Fuel Cards**

Leaseholder

- Signing the Fuel Card
- Ensuring the Fuel Card is in date
- Advising appropriate finance staff if a transaction has occurred interstate

Engineering Administration Assistant is responsible for:

- Ordering new and replacement Fuel Cards

Finance Team is responsible for:

- Processing Statements for payment
- Ensuring a transaction which has occurred out of scope is charged back to user

## **5. Records Management**

All documentation associated with the application for a Corporate Credit Card or Other Cards will be maintained within the Council's records management system.

Receipts for all Corporate Credit Card transactions will be retained by the Finance Department. Council must be able to produce receipts or approved document on demand for audit purposes. Where electronic document management systems are available to record receipts and/or other evidence of business transactions, this is the preferred medium for storage.

The Finance Department must ensure an up to date Credit Card Register and the Engineering Department must ensure an up to date Fuel Card Register are maintained at all times.

## **6. Reporting Fraud**

The Mayor, General Manager and Executive Team are all authorised to receive reports on suspected fraud. If one of the noted people is suspected of fraud the highest-ranking, non-suspected, person in the Council will be a suitable person to receive the report and advise following procedures as required. External parties who are also eligible to have the reports of suspected fraud include:

- NSW Police Force
- Office of Local Government
- The NSW Independent Commission Against Corruption (ICAC)
- The NSW Ombudsman

Refer to Fraud and Corruption Prevention Policy 1119.

**7. Audit**

An audit of cardholder purchases will be subject to Council’s Internal Audit framework and undertaken annually by Council’s external auditors.

**8. Risk Management**

Cardholders, reviewers, and Finance Department are all required to review transactions to mitigate risks and fraudulent activities such as:

- Inappropriate use of cards
- Transactional and/or accounting errors
- Application of inappropriate purchasing methods
- Personal use, collusion, falsification
- Corruption
- Fraud
- Misappropriation

**9. Termination of Corporate Credit Card and Other Cards**

A Corporate Credit Card or Other Cards may be terminated for reasons such as:

- i. Termination of employment;
- ii. Re-assignment to another position;
- iii. Failure to comply with the conditions of this Policy; or
- iv. Any other reasons as determined by the General Manager.

Approving Authority	Oberon Council
Contact	Chief Financial Officer / Corporate Service Director
Approval	21 August 2018: Item 13.09, Resolution 22 210818 16 February 2021: Item 13.03, Resolution 13 160221 18 April 2023, Item 13.2, Resolution 12 18042023
Revised	April 2024
Revision Date	April 2025
Issue Date to Staff	March 2023

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**ATTACHMENT 1**

**Corporate Card Acknowledgment & Conditions of Use**

I ..... acknowledge receipt of an Oberon Council Corporate Card and acknowledge that I:

- i. Am aware of my responsibilities and duties as a Corporate Card Holder under the Corporate Card Policy,
- ii. Will only use the Corporate Card within the approved financial limits and for approved purposes,
- iii. Am aware that transactions made with the corporate credit card are subject to authorisation and audit procedures,
- iv. Will keep the corporate credit card safe from unauthorised use at all times,
- v. Will return the corporate credit card to the Corporate Services Director:
  - a) on request of the General Manager
  - b) prior to my assuming duties in another position within Council; or
  - c) within a reasonable period of time once it has been deemed by the General Manager that I no longer require a Corporate Credit Card.
- vi. Will advise the Corporate Services Director and the Commonwealth Bank Customer Service Department immediately I am aware that the Corporate Credit Card has not been lost, mislaid, stolen or misused,
- vii. Will not use the Corporate Credit Card for any personal or private use,
- viii. Will not use the Corporate Credit Card to obtain cash,
- ix. Will use other means available for purchases when efficient and appropriate to do so rather than use the Corporate Credit Card, and
- x. Am aware that if the goods are held as an inventory item that I must order through the Council Store rather than use the Corporate Credit Card.

Corporate Cardholder's signature: ..... Date .....

General Manager's signature: ..... Date .....