

<b>Policy number</b>	Policy 312
<b>Policy title</b>	Transaction card
<b>Strategic outcomes supported</b>	CL2 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL3 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

**POLICY OBJECTIVE:**

This policy provides a framework to guide the establishment and implementation of appropriate systems and procedures for incurring expenditure and making payments specific to transaction cards.

**POLICY SCOPE:**

This policy applies to all employees, contractors and entities that procure goods or services for, or on behalf of the Town of Victoria Park using a corporate credit card.

**DEFINITIONS:**

**Cardholder** means an employee who has been authorized by the Chief Executive Officer to incur expenditure by means of a transaction card.

**Transaction cards** means corporate purchasing cards (credit card holders) and store cards.

**POLICY STATEMENT:**

1. The Town is committed to ensuring the procurement of goods and services are managed appropriately, sustainably and transparently for the benefit of the community.
2. The use of alternative procurement methods, such as corporate credit cards, store cards are supported where benefits through improved administrative practices and more efficient cash management can be demonstrated. This policy is expected to result in:
  - a. Efficient and effective procurement and payment operations
  - b. Minimise the risk of misuse, fraudulent or corrupt use
  - c. Management and oversight obligations; and
  - d. Cardholder duty of care and responsible use obligations are to be implemented and adhered to.

**Allocation of a transaction card**

3. Allocation of a corporate credit card or store 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 Chief Financial Officer.

**Management oversight and reporting**

4. The Chief Executive Officer is to ensure proper accounts and records of transactions and affairs of the Local Government are kept in accordance with the *Local Government (Financial Management) Regulations 1996 (WA)* (Regulations).
5. The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:
  - a. Assessment and selection of transaction card facilities suitable to the efficient and effective operations of the Town;
  - b. Authorisation and appointment of suitably eligible cardholders;
  - c. Cardholder duties and responsibilities are documented and cardholders provided with training; and
  - d. Monitoring and auditing of transactional card activities is planned and reported.
6. The Chief Executive Officer will ensure that at a minimum transaction card statements are reconciled and acquitted monthly. Payments relating to all corporate credit cards be reported on a monthly basis to Council.

**Misuse, Misconduct and Fraudulent Use**

7. Any alleged misuse of Transaction Cards will be investigated, and may be subject to disciplinary procedures.
8. 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](#)

Practice 312.1 Store Card

Practice 312.2 Credit Card

Policy 301 Procurement

<b>Policy manager</b>	Chief Financial Officer
<b>Responsible officers</b>	Finance Manager Financial Controller
<b>Approval authority</b>	Council
<b>Next Evaluation Date</b>	



## REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	19/03/2019	Council	53/2019	Item 14.1.4
2	Reviewed	20/08/2019	Council	148/2019	Item 10.1
3	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4

