CORPORATE CREDIT CARD POLICY

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1. PURPOSE

The purpose of this policy is to control the distribution and use of corporate credit cards within the organisation and to ensure sound governance of expenditure incurred by cardholders for business purposes and public benefit on behalf of the organisation.

This policy applies to all employees how have been issued with a corporate credit card.

2. STATEMENT

The LCLGA operates a corporate credit card system which permits cards to be issued to appropriate operational staff. This policy should be read in conjunction with LCLGA's Procurement policy.

3. USE OF CORPORATE CREDIT CARD

Corporate Credit Cards are solely for corporate purchases which must demonstrate clear business purpose; no personal expenses are to be incurred whatsoever on a LCLGA Corporate Credit Card. If a personal expense is unintentionally charged to the Corporate Credit Card, the Card holder will be liable for those transactions and required to refund LCLGA.

Misuse of a Corporate Credit Card may result in disciplinary action commensurate with the severity of the breach.

Breaches include:

- Misuse of a corporate credit card for non-LCLGA related purchases;
- Untimely submission of reconciled and costed corporate credit card monthly statements;
- Any breach of this policy;
- Falsely claiming transactions as LCLGA business; and
- Not keeping the corporate credit card secure.

Disciplinary action may include:

- Reduction in the card holders limit;
- Suspension/removal of corporate credit card from the card holder;
- Disciplinary and performance management of the card holder; or
- Termination of employment of the card holder.

Cash advances are strictly prohibited and as such this facility is not available on any corporate credit card.

Corporate credit cards should not be used when there is an alternative form of procurement and payment available to the card holder at the time of purchase (for example, receiving an invoice to pay for the goods/services). Corporate credit cards are not to be used to circumvent the Procurement policy.

Corporate credit cards may be used to purchase fuel when there is not an approved supplier account available or any fuel card facility available.

All transactions must be supported with an Australian Tax Office (ATO) approved tax invoice/receipt suitable for confirming GST amounts (if applicable). In the event a tax invoice is not available or is misplaced a signed declaration outlining the details of the purchase and circumstances around the lack of supporting evidence is to be provided.

4. DISPUTES/COMPLAINTS

Any transaction unable to be verified must be reported to the EO or in the case of the EO to the President of the LCLGA.

If a member of staff wishes to make a complaint about a breach of this policy, they should do so in writing to the EO, outlining who the individual is, the alleged breach(es) and outline any evidence they have. The EO will then instigate an internal investigation to verify the breach(es) before determining the most appropriate course of action (if any).

5. END OF MONTH APPROVAL PROCESS AND REVIEW

All transactions listed on corporate credit card statements are to be reconciled monthly with supporting documents that include costing details prior to being paid.

The balance of each credit card issued must be paid in full monthly, prior to interest being charged. Auto payments may be set up with formal resolution of the Board.

6. LOST/STOLEN CARDS

It is the card holder's responsibility to contact the bank immediately if their card is lost or stolen.

7. AVAILABILITY and ACCESSIBILITY

An electronic version of this policy is publicly available upon request. A hard copy can be provided upon request.

8. DEFINITIONS

In this policy, unless the contrary intention appears, these words have the following meanings:
The Limestone Coast Local Government Association means the Limestone Coast Local Government Association (LCLGA) as a regional subsidiary established pursuant to Section 43 of the Act by the:

- City of Mount Gambier;
- District Council of Grant;
- Kingston District Council;
- Naracoorte Lucindale Council;
- District Council of Robe;
- Tatiara District Council.

Board member/s means the Board members of the Limestone Coast Local Government Association (LCLGA).

Executive Officer means the Executive Officer of the Limestone Coast Local Government Association (LCLGA).

Constituent councils means the City of Mount Gambier, District Council of Grant, District Council of Robe, Kingston District Council, Naracoorte Lucindale Council and Tatiara District Council.

Employees means all Limestone Coast Local Government Association (LCLGA) staff, including labour hire personnel, contractors and volunteers.

RELATED DOCUMENTATION

Related Policies, Procedures or Forms	Risk Management Policy
	Procurement Policy
	Code of Conduct for Employees
	Travel Policy
Applicable Legislation	*Local Government Act 1999*
	Independent Commissioner Against Corruption Act 2012
	Ombudsman Act 1972
	Criminal Law Consolidation Act 1935

ROLES & RESPONSIBILITIES

Position	**Role & Responsibility**
Executive Officer	To take appropriate action to resolve breeches in a timely manner
LCLGA Audit and Risk Committee	To review and recommend this policy
LCLGA Board	To approve this policy

FILE INFORMATION

File name	Corporate Card Policy V2
File location	Policies and Procedures 2026

FILE HISTORY

Status	Adopted June 2026
Last review date	April 2024
Next review date	April 2028

FILE REVIEW NOTES

Date	**Description**
V1 December 2023	Policy approved by LCLGA Board
V2 May 2026	Audit and Risk Committee Review
V2 June 2026 LCLGA Board Meeting	Policy approved and adopted by LCLGA Board