



**KATHERINE**  
TOWN COUNCIL

COUNCIL POLICY

## CREDIT CARD FOR COUNCIL MEMBERS AND CHIEF EXECUTIVE OFFICER POLICY

Type:	Council - Finance		
Owner:	Chief Executive Officer		
Responsible Officer:	Manager Finance		
Approval Date:	25/11/2025	Next Review:	September 2029
Records Number:	152113	Council/CEO Decision:	Council <b>OMC-2025-289</b>
Legislation Reference:	Regulation 6(1)(e), Local Government (General) Regulations 2021		

### 1 PURPOSE

Katherine Town Council is committed to sound financial management, public accountability, and transparency. Corporate credit cards are a valuable tool for the efficient and effective operation of Council's daily business and can be used in situations where it is not reasonably possible or cost effective to go through the Council's normal procedures for the ordering of and / or payment for goods or services.

The purpose of this policy is to outline how credit cards issued to Council members and the Chief Executive Officer will be managed and monitored.

### 2 SCOPE

This policy applies to Council members and the Chief Executive Officer of Katherine Town Council issued with a corporate credit card and to Council employees with responsibilities for credit card administration.

### 3 DEFINITIONS

**Cardholder** means the individual Council member or Chief Executive Officer that is the authorised holder of a corporate credit card.

**CEO** means the Chief Executive Officer of Katherine Town Council.

**Corporate credit card** means a card issued by Katherine Town Council's bank to an authorised cardholder for Council-related expenses.

**GST** means Goods and Service Tax applied under the *Goods and Service Tax Act 1999* (Cth).

### 4 DETAILS

Corporate credit cards are not a benefit assigned to specific individuals and should only be used in situations where it is not reasonably possible or cost effective to go through Council's normal procedures for the ordering of and / or payment for goods or services.

Council's corporate credit cards have no cash advance facilities and are not to be linked to any form of reward points.

Before a credit card is issued, the recipient must agree to, and sign, the conditions of use contained in the *Corporate Credit Cardholder Agreement*.

Council may resolve at any time to place additional limits on the use of credit cards by Council members or the CEO.

### Council Member credit card

Council may resolve to the issue of a credit card to the Mayor for the Mayor to perform their functions.

Council must resolve the monthly and transaction limits to be applied.

### Chief Executive Officer (CEO) credit card

Council authorises the issue of a credit card to the CEO for the CEO to perform their functions.

The credit card will have a monthly credit limit of \$10,000 and a maximum limit for single transactions of \$10,000.

### Use of credit card

It is the responsibility of the cardholder to ensure that limits are not exceeded.

Any expenditure using the credit card must comply with legislative requirements, Council's procurement policy, delegations and directions.

Personal expenditure is not to be charged to a credit card under any circumstances. The cardholder is not to gain any personal benefits from being the holder of the card.

The credit card cannot be used for the payment of parking fines or speeding offences even if these offences occurred while the Mayor or CEO were on Council business.

Cardholders are responsible for the safe custody and security of the card and are liable for any misuse and associated costs.

The cardholder is not to allow others to use the credit card and must not disclose the personal identification number (PIN) or access codes to any person.

The cardholder will be personally liable for purchases that are not authorised and / or cannot be shown to be related to the business of the Council.

The cardholder must ensure that all required documentation specified below is kept in relation to every use of the credit card.

### Supporting documentation for transactions

Supporting documentation must be obtained by the cardholder for every expenditure when using the credit card.

For all transactions, there must be a tax invoice that includes:

- the Supplier's name
- the Supplier's Australian Business Number (ABN)
- the date of the expenditure
- the Council's name as the purchaser, and
- a brief description of the supplies purchased.

The standard machine receipt, which does not contain all of these details, is not acceptable, as the tax invoice must contain the criteria above in order for the Council to reclaim GST.

## Supporting documentation not available or lost

If the supporting documentation is for some reason lost or destroyed, a statutory declaration must be completed by the cardholder giving full details of the transaction and explaining why the documentation is not available.

A statutory declaration form can be found at <https://nt.gov.au/law/processes/statutory-declarations>.

Credit card reconciliations must not be approved without appropriate supporting documentation or a completed statutory declaration.

Where supporting documentation for a CEO's credit card purchase cannot be provided, the Mayor and Deputy Mayor must not authorise the monthly credit card reconciliation without a statutory declaration being attached.

If a cardholder regularly makes use of a statutory declaration, the matter of repeated failure to keep tax invoices must be brought to the attention of Council and the Council will consider whether it is appropriate for the person to continue being a cardholder.

## Credit card reconciliations

The Mayor's credit card is to be reconciled monthly and that reconciliation is to be reviewed and subsequently authorised by the CEO.

The CEO's credit card is also to be reconciled monthly. That reconciliation is to be reviewed and subsequently authorised by the Mayor and Deputy Mayor.

The cardholder must keep up to date with monthly reconciliations.

Monthly credit card expenses for the Mayor and CEO will be included in the finance report at each Ordinary Meeting of Council.

Repeated failure to meet the required timeframe must be brought to the attention of Council and the Council must consider whether it is appropriate for the person to continue being a cardholder.

The Mayor must notify the CEO as soon as possible if there is a disputed card transaction in relation to a credit card held by the Mayor. The CEO must notify the Mayor and Manager Finance as soon as possible if there is a disputed card transaction in relation to the credit card held by the CEO.

Where the Mayor's credit card has been inadvertently used for personal use, the CEO must not approve the monthly credit card reconciliation unless the amount has been repaid to Council and a receipt is attached.

Where a CEO's credit card has been inadvertently used for personal use, the Mayor and Deputy Mayor must not approve the monthly credit card reconciliation unless the amount has been repaid to Council and a receipt is attached.

## Credit card cancellation and replacement

Each issued credit card remains the sole property of Katherine Town Council. Council may revoke the issue of the credit card to the Mayor or CEO at any time.

If a credit card is lost or stolen, the cardholder must immediately contact the issuing institution to report the loss and cancel the card.

If the cardholder is the Mayor, the matter must be reported as soon as possible to the CEO. If the CEO is the cardholder, the matter must be reported to the Mayor or Deputy Mayor.

In the above circumstances, the CEO is to ensure that the credit card has been cancelled, arrange a replacement card (if appropriate) and update the credit card register.

Cancellation of a credit card may be necessary where:

- the Mayor is no longer the Mayor
- employment of the CEO with Council ceases
- the cardholder has not adhered to set procedures and policies
- continual misuse of the credit card, or
- cardholder breaches any terms of this policy.

### Return of credit card

The cardholder is to return the credit card to the Council as soon as the card is no longer required or, if leaving the Council, on or before the last day with Council.

The CEO is to ensure that all returned credit cards are cancelled, destroyed and that the register is updated.

### Register of credit cards issued

The Manager Finance (or delegate) is responsible for maintaining the Register of Corporate Credit Cards issued to the Mayor and the CEO. The register will include details of the approval, the cardholder, the institution, expenditure limits, and expiry date.

.

## 5 ASSOCIATED POLICIES/DOCUMENTS

---

Elected Members General Policy and Procedures

Reasonable expenses for travel and accommodation by Council members Policy

Register of Corporate Credit Cards

## 6 REFERENCES AND RELATED LEGISLATION

---

*Local Government Act 2019*

Local Government (General) Regulations 2021

*Goods and Service Tax Act 1999 (Cth)*

### Revision History

Version	Approval date	Details of change	Responsible officer
1	26/10/2021	Created	Manager Finance
2	17/11/2025	Revised following 2025 general local government election, transferred to new policy template	Acting CEO