CREDIT CARD FOR CHIEF EXECUTIVE OFFICER AND ELECTED MEMBERS

COUNCIL POLICY

PURPOSE

To ensure effective controls and procedures are in place with respect to the use of corporate credit cards by the Chief Executive Officer (CEO) and Elected Members.

PRINCIPLES

Council is committed to sound financial management, public accountability and transparency.

Credit cards are a valuable tool for the efficient and effective operation of Council's daily business and not a benefit assigned to specific individuals.

Credit cards 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 will apply best practice in relation to the management, authorisation and use of credit cards.

DEFINITIONS

For the purposes of this Policy, the following definitions apply:

TERM	DEFINITION
Credit cards	means corporate credit cards issued in the name of the City of Palmerston
Cardholder	refers to the Chief Executive Officer being a holder of a corporate credit card

POLICY STATEMENT

1.1. Council will authorise the issue of a credit card setting a monthly credit limit to the CEO.
1.2. Council does not issue credit cards to Elected Members.
1.3. The authorisation by Council will be listed in the Register of Delegations.
1.4. All credit cards will be issued by City of Palmerston's banking provider.
1.5. In the case of an emergency situation the CEO may apply to Council to raise the delegated amount for a short period of time.
1.6. The credit card will have no cash advance facilities.
1.7. The CEO must not gain any personal benefits from being the cardholder.
1.8. Any expenditure must comply with legislative requirements, Council policies, delegations, Code of Conduct and direction.
1.9. Credit card reconciliation is to be completed by the CEO and subsequently noted by the Mayor.
1.10. The CEO is responsible for the safe custody and security of the card and liable for any misuse and associated costs.
1.11. The CEO is to return the credit card as soon as the card is no longer required or, if leaving the Council.

ASSOCIATED DOCUMENTS

- Council Policy – Procurement
- Code of Conduct for Chief Executive Officer Policy
- Register of Delegations by Chief Executive Officer

REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019* (NT)
- *Local Government (General) Regulations 2021* (NT)

POLICY DETAILS

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Finance and Governance
APPROVAL DATE	18 March 2025	NEXT REVIEW DUE	Term of 11th Council
RECORDS NUMBER	462890	COUNCIL DECISION	10/1976