

**MINUTES OF THE GENERAL MEETING
OF THE BARCALDINE REGIONAL COUNCIL
HELD IN THE MEMORIAL HALL, BRUFORD STREET, MUTTABURRA
ON WEDNESDAY 20 MARCH 2019
COMMENCING AT 9.10AM**

ATTENDANCE

Councillor R Chandler (Mayor) (In the Chair), Councillors J Gray (Deputy Mayor), G Bettiens, S Dillon, M Rogers, B Plumb and G Peoples.

OFFICERS

S Boxall (Chief Executive Officer), D Howard (District Manager – Alpha and Jericho), P Coulton (District Manager – Aramac and Muttaborra), J Lawrence (District Manager – Barcaldine), R Rolfe (Chief Engineer) and A Newton (Minute Secretary).

PRAYER – Cr. Rogers read the prayer.

CONDOLENCES - Nil

LEAVE OF ABSENCE - Nil

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Mayor acknowledged the traditional owners of the land, past and present.

DECLARATIONS OF COUNCILLORS

Material Personal Interest on any items of Business

Cr Rogers for Item 3.1.3 - "I declare that I have a material personal interest in the Aramac Freedom Park Entrance Statement (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit depending on the outcome of Council's consideration of this matter. I stand to gain a benefit or suffer a loss because I am the Sculptor that has been approached to provide a service to council. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

Cr Bettiens for Item 3.4.1 - "I declare that I have a material personal interest in Goals 3 and 5 of the Works Report (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit depending on the outcome of Council's consideration of this matter. I stand to gain a benefit or suffer a loss because as the owner of Capricorn Plumbing and Drainage, I am the contractor on the Water Mains project in Aramac and Muttaborra and the Barcaldine Racecourse Watering System. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

Cr Bettiens for Item 3.4.2 - "I declare that I have a material personal interest in the consideration of the Barcaldine Concrete Works Tender Recommendation (as defined by Local Government Act 2009, section 175B) as my brother-in-law Michael Horman stands to gain a benefit depending on the outcome of Council's consideration of this matter. He stands to gain a benefit or suffer a loss because he is a tenderer for the project. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

Cr Gray for Item 3.4.1 - "I declare that I have a material personal interest in Goal 3 of the Works Report (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit depending on the outcome of Council's consideration of this matter. I stand to gain a benefit or suffer a loss because as the owner of D Gray Grader & Loader Hire I am the contractor on the Muttaborra Streetscapes project. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

Cr Gray for Item 3.2.2 - "I declare that I have a material personal interest in the Planning and Development Report (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit depending on the outcome of Council's consideration of this matter. I stand to gain a benefit or suffer a loss because I own property which adjoins the two applications by MRCH Pty Ltd at the corner of Capricorn Highway and Villafield Road, Alpha. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

Cr Peoples for Item 3.4.1 - "I declare that I have a material personal interest in Goal 3 of the Works Report (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit depending on the outcome of Council's consideration of this matter. I stand to gain a benefit or suffer a loss because as the owner of Aramac Cut Price I am a tenderer on some of the projects to be discussed. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

Cr Peoples for Item 3.6.1 - "I declare that I have a material personal interest in a part of the District Manager's Information Report (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit depending on the outcome of Council's consideration of this matter. I stand to gain a benefit or suffer a loss because as the owner of Aramac Cut Price I am a tenderer for the supply of a carport. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

Conflict of Interest

Cr Rogers for Item 3.1.9 – "I declare that I have a conflict of interest in the Tourism and Small Business Project (as defined the Local Government Act 2009, section 175D) as I had discussions with Linda Hailey about small business involvement. I will be initiating a relationship with Linda Hailey in her capacity to advise me on small business initiatives, and she will from time to time discuss matters of the Lake Dunn Sculpture Trail with me. I note that this is only a discussion and no decision making will take place therefore I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter.

However, I acknowledge that the remaining councillors must now determine, pursuant to section 175E(4) of the Local Government Act 2009: -

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- (b) If so, whether: -
 - (i) I must leave the meeting while this matter is discussed or voted on; or
 - (ii) I may participate in the meeting in relation to the matter, including by voting on the matter."

Resolution: **Moved Cr Dillon** **Seconded Cr Bettiens**
2019/03/071 **That Councillor Rogers does not have either a real conflict of interest or perceived conflict of interest in the matter and is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter.**

Carried
6/0

Cr Plumb for Item 3.4.3 – “I declare that I have a conflict of interest in the Barcaldine Recreation Park (as defined the Local Government Act 2009, section 175D) as my son Simon Plumb and his partner Sarah Milligan own a property which is subject to the flood survey. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council’s area by participating in the discussion and voting on this matter.

However, I acknowledge that the remaining councillors must now determine, pursuant to section 175E(4) of the Local Government Act 2009: -

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- (b) If so, whether: -
 - (i) I must leave the meeting while this matter is discussed or voted on; or
 - (ii) I may participate in the meeting in relation to the matter, including by voting on the matter.”

Resolution: **Moved Cr Bettiens** **Seconded Cr Dillon**
2019/03/072 **That Councillor Plumb does not have either a real conflict of interest or perceived conflict of interest in the matter and is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter.**

Carried
5/1

Cr Peoples for Item 3.6.2 – “I declare that I have a conflict of interest in the Aramac Community Development Association report (as defined the Local Government Act 2009, section 175D) as I am a member of the Association. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council’s area by participating in the discussion and voting on this matter.

However, I acknowledge that the remaining councillors must now determine, pursuant to section 175E(4) of the Local Government Act 2009: -

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- (b) If so, whether: -
 - (i) I must leave the meeting while this matter is discussed or voted on; or
 - (ii) I may participate in the meeting in relation to the matter, including by voting on the matter.”

Resolution: **Moved Cr Dillon** **Seconded Cr Bettiens**
2019/03/073 **That Councillor Peoples does not have either a real conflict of interest or perceived conflict of interest in the matter and is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter.**

Carried
6/0

Personal Gifts and Benefits

The Mayor advised that he and his wife Debra attended dinner with Michael Lavery Architect whilst in Brisbane in March. The approximate cost was \$250.00.

Councillor Dillon advised that he, the Mayor and Councillors Bettiens, Gray, Rogers and Plumb were all invitees to dinner by the Muttaborra Turf Club on 19 March 2019. The approximate cost was \$30.00 per head.

BUSINESS

1. CONFIRMATION OF MINUTES

*Summary: The following minutes required confirmation by Council:-
General Meeting – 20 February 2019.*

Resolution: 2019/03/074 **Moved Cr Dillon** **Seconded Cr Plumb**
That the minutes of the General Meeting held by Barcaldine Regional Council on the 20 February 2019 be received.

Carried
7/0

Resolution: 2019/03/075 **Moved Cr Gray** **Seconded Cr Plumb**
That the minutes of the General Meeting held by Barcaldine Regional Council on 20 February 2019 be confirmed.

Carried
7/0

2. PETITIONS - Nil

3. REPORTS

3.1 CHIEF EXECUTIVE OFFICER

3.1.1 Chief Executive Officer Information Report February – March 2019

Summary: The Chief Executive Officer's report for February – March 2019 is presented to Council.

Resolution: 2019/03/076 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council receives the Chief Executive Officer's Report for February – March 2019.

Carried
7/0

3.1.2 Councillor Information Bulletin

Summary: From the Chief Executive Officer tabling a list of items sent to Councillors in the Councillor Information Bulletin up to and including 15 March 2019.

Resolution: 2019/03/077 Moved Cr Bettiens Seconded Cr Peoples
That the report be received.

Carried
7/0

Councillor Rogers declared an interest in the following matter and left the meeting during discussions thereon.

3.1.3 Aramac Freedom Park – Entrance Statement

Summary: From the Chief Executive Officer submitting a proposal for the entrance statement at the Aramac Freedom Park.

Resolution: 2019/03/078 Moved Cr Dillon Seconded Cr Plumb
That Council calls for expressions of interest for the production of an entrance statement sculpture to the Aramac Freedom Park as presented with the cost being borne from the existing grant fund budget.

Carried
6/0

3.1.4 Purchase of Property – 35 Milton Street, Alpha

Summary: From the Chief Executive Officer advising that the process for the purchase of a house and land at 35 Milton Street, Alpha has begun.

Motion: Moved Cr Dillon Seconded Cr Gray
That Council endorses the actions of the Chief Executive Officer to purchase the house and land at 35 Milton Street, Alpha and the structure to be sold for removal by tender at a later date.

Carried
6/0

At this stage Councillor Rogers returned to the meeting.

As Councillor Rogers was absent during the prior motion the Chair asked for permission from the Councillors to put the motion again with her present. The Councillors agreed and the motion was called again.

Resolution: 2019/03/079 Moved Cr Gray Seconded Cr Bettiens
That Council endorses the actions of the Chief Executive Officer to purchase the house and land at 35 Milton Street, Alpha and the structure to be sold for removal by tender at a later date.

Carried
7/0

At 10.10am the meeting adjourned for morning tea and resumed at 10.30am.

3.1.5 2019 Staff Communications Calendar

Summary: From the Chief Executive Officer advising of proposed communications with staff for 2019.

Resolution: 2019/03/080 **Moved Cr Peoples** **Seconded Cr Plumb**
That the report be received.

Carried
7/0

3.1.6 Community Care Business Report

Summary: From the Chief Executive Officer tabling the first Community Care Business Report produced by Walsh Accounting.

Resolution: 2019/03/081 **Moved Cr Peoples** **Seconded Cr Plumb**
That the report be received.

Carried
7/0

3.1.7 Jericho Community Bus

Summary: From the Chief Executive Officer reporting on the retention of a bus which had been offered for sale to be utilised as a community bus for the Jericho community.

Resolution: 2019/03/082 **Moved Cr Peoples** **Seconded Cr Dillon**
That Council endorse the actions of the Chief Executive of retaining a bus which had been offered for sale, for use by the Jericho Community. First priority will be given to the Jericho State School for its use and the school will not be charged a per kilometre rate.

Carried
7/0

3.1.8 Australian Motorhoming Lions Club - Longest Line Event 2019

Summary: From the Chief Executive Officer reporting on the preparations for the Longest Line 2019 event to be held in Barcaldine.

Resolution: 2019/03/083 **Moved Cr Bettiens** **Seconded Cr Plumb**
That Council receives the report.

Carried
7/0

3.1.9 Tourism and Small Business Project

Summary: From the Chief Executive Officer updating Council on the Tourism and Small Business Project undertaken by consultant Linda Hailey.

Resolution: 2019/03/084 **Moved Cr Gray** **Seconded Cr Dillon**
That Council receives the report.

Carried
7/0

3.1.10 LGAQ Campaign to Restore the Value of the Financial Assistance Grants

Summary: From the Chief Executive Officer submitting a report on recommendations from LGAQ regarding the restoration of the value of the Financial Assistance Grants.

Resolution: 2019/03/085 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council:-

- 1. express appreciation to the Federal Government for the ongoing provision of Financial Assistance Grants for community projects;**
- 2. endorse restoration of the value of the Federal Government's Financial Assistance Grants to at least 1 percent of total Commonwealth taxation revenue; and**
- 3. consider how it can best support the LGAQ's advocacy through a community-driven campaign to federal representatives and candidates on the benefits of restoration of Financial Assistance Grants.**

Carried
7/0

At 11.00am Morgan Gronold presented a verbal report on the Clean Growth Choices Project. Mr. Gronold left the meeting at 11.25am.

3.2 DEPUTY CHIEF EXECUTIVE OFFICER

3.2.1 Deputy Chief Executive Officer's Information Report – March 2019

Summary: The Deputy Chief Executive Officer's report for March is presented to Council.

Resolution: 2019/03/086 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council receives the Deputy Chief Executive Officer's Report for March 2019.

Carried
7/0

At this stage Councillor Gray declared an interest in the following matter and left the meeting during discussions thereon.

3.2.2 Planning and Development Report

Summary: The Planning and Development Report for the period ending 12 March 2019 is presented to Council.

Resolution: 2019/03/087 **Moved Cr Plumb** **Seconded Cr Dillon**
That Council receives the Planning and Development Report.

Carried
7/0

At this stage Councillor Gray returned to the meeting.

At this stage Mr. Rick Rolfe, who is an employee of George Bourne and Associates, declared an interest in the following matter and left the meeting during discussions thereon.

3.2.3 Sale of Land – Ironwood Drive Barcaldine

Summary: Tenders have closed for the sale of freehold land in Ironwood Drive Barcaldine.

Resolution: 2019/03/088 **Moved Cr Bettiens** **Seconded Cr Plumb**
That Council:-

- (a) accepts the tender from George Bourne & Associates for the amount of \$66,000 (inc GST) for the purchase of Lot 17 Ironwood Drive Barcaldine; and**
- (b) authorises the Mayor and Chief Executive Officer to set the reserve price for the remaining parcels of vacant land for sale in Ironwood Drive.**

Carried
7/0

At this stage Mr. Rolfe returned to the meeting.

3.2.4 Credit Card Policy Review

Summary: A review of Council's Credit Card Policy.

Resolution: 2019/03/089 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council reviews its Credit Card Policy and adopts the amended Barcaldine Regional Council Credit Card Policy (as attached).

Carried
7/0

3.2.5 22 Sword Street, Muttaborra

Summary: A request from the owners of 22 Sword Street Muttaborra to surrender their land to Council.

Resolution: 2019/03/090 **Moved Cr Peoples** **Seconded Cr Plumb**
That Council agrees to accept the offer of land from the owners of 22 Sword Street Muttaborra pending due diligence checks.

Carried
7/0

3.2.6 Investment Policy Review

Summary: A review of Council's Investment Policy.

Resolution: 2019/03/091 **Moved Cr Plumb** **Seconded Cr Gray**
That Council reviews its Investment Policy and adopts the amended Barcaldine Regional Council Investment Policy.

Carried
7/0

3.2.7 Works for Queensland 2019-21

Summary: Council is required to allocate its Works for Queensland funding for 2019-21 financial years.

Resolution: 2019/03/092 **Moved Cr Plumb** **Seconded Cr Gray**
That Council allocates its Works for Queensland funding for 2019-21 to the following projects:-

- 1. Muttaborrasaurus Interpretation Centre – Internal Fitout - \$300,000**
- 2. Aramac Showground Amenities Building - \$350,000**
- 3. Jericho Skate/Bike Park - \$100,000**
- 4. Barcaldine Oak Street Footpath - \$125,000**
- 5. Barcaldine Bullock Dray Shed - \$80,000**
- 6. Alpha Dip Yards - \$50,000**
- 7. Muttaborrasaurus River Site - \$50,000**
- 8. Regional Streetscapes - \$85,000**

Carried
7/0

3.2.8 Audit Committee Report

Summary: The Barcaldine Regional Council Audit Committee minutes are presented for Council's consideration.

Resolution: 2019/03/093 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council receives the minutes of the Barcaldine Regional Council Audit Committee meeting held on 5 March 2019.

Carried
7/0

3.3 FINANCE

3.3.1 Financial Report

Summary: The financial report for the period ending 13 March 2019 is presented to Council.

Resolution: 2019/03/094 **Moved Cr Dillon** **Seconded Cr Bettiens**
That Council receives the Financial Report for the period ending 13 March 2019.

Carried
7/0

At 12.05pm the meeting broke for a short recess and resumed at 12.15pm.

3.4 MANAGER ENGINEERING SERVICES

Councillors Bettiens, Peoples and Gray declared an interest in parts of the following item and left the meeting during discussion on those matters.

3.4.1 Works Report

Summary: From the Chief Engineer submitting for Council's information, the status of the scopes of work assigned to Engineering Services for the period ending 28 February 2019.

Resolution: 2019/03/095 **Moved Cr Plumb** **Seconded Cr Dillon**
That the Works Report for the period February 2019 be received.

Carried
7/0

At this stage Councillors Peoples and Gray returned to the meeting.

Councillor Bettiens declared an interest in the following item and left the meeting during discussions thereon.

3.4.2 Barcaldine Concrete Works Tender Recommendation

Summary: From the Chief Engineer submitting the Barcaldine concrete works tender recommendation for concrete works for the Barcaldine Refuse Transfer Station and Flood Damage Repair Works.

Resolution: 2019/03/096 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council receives the report and accepts the tender from Michael Horman Transport Pty Ltd in an amount of \$657,765.93 excluding GST for the Barcaldine concrete works tender for the Barcaldine Refuse Transfer Station and flood damage repair works.

Carried
6/0

At this stage Councillor Bettiens returned to the meeting.

3.4.3 Barcaldine Recreational Park

Summary: From the Chief Engineer submitting an update on the Barcaldine Recreational Park.

Resolution: 2019/03/097 **Moved Cr Gray** **Seconded Cr Bettiens**
That Council receives the update for information.

Carried
7/0

3.5 DISTRICT MANAGER – ALPHA AND JERICHO

3.5.1 Information Report

Summary: From the District Manager – Alpha and Jericho submitting the Information Report for information.

Resolution: 2019/03/098 **Moved Cr Dillon** **Seconded Cr Gray**
That the District Manager's Information Report be received.

Carried
7/0

The meeting adjourned for lunch at 1.00pm and resumed at 1.50pm.

3.5.2 Alpha Learn to Swim

Summary: From the District Manager advising that a letter has been received from Alpha Learn to Swim requesting a continuation of the water safety and drowning prevention program for the 2019/2020 season and registering their interest in leasing the Jericho Aquatic Facility under the similar circumstances as the Alpha Aquatic Facility.

[This is not an official copy of Council's Minutes]

3.6.3 Aramac P & C Association

Summary: A letter has been received from the Aramac P&C Assn with concerns relating to the Council's Freedom Park and the close proximity to the school.

Resolution: 2019/03/103 **Moved Cr Peoples** **Seconded Cr Bettiens**
That Council agrees to obtain quotes to fence the Freedom Park off from the school using paling fencing.

Carried
7/0

3.7 DISTRICT MANAGER – BARCALDINE

3.7.1 Information Report

Summary: The District Manager's – Barcaldine report was submitted to Council for information.

Resolution: 2019/03/104 **Moved Cr Bettiens** **Seconded Cr Gray**
That the District Manager's – Barcaldine General Information Report be received.

Carried
7/0

3.7.2 Request from Australian Outfitters to Trap Axis Deer Barcaldine Town Common

Summary: Request to trap Axis deer on Barcaldine Town Common has been received from Australian Outfitters.

Resolution: 2019/03/105 **Moved Cr Dillon** **Seconded Cr Chandler**
That Council does not agree to the trapping of Axis Deer on Barcaldine Town Common by Australian Outfitters.

Carried
6/1

3.7.3 Request to Renew Lease of Land – R and H Riddle – Roo Boxes

Summary: A request has been received from Robert John and Helen Mary Riddle to renew lease on land described as Reserve for Local Government Purposes (Sewerage) part of Lot 86 on Plan RY77.

Resolution: 2019/03/106 **Moved Cr Bettiens** **Seconded Cr Gray**
That Council agrees to the renewal of lease on land described as Reserve for Local Government Purposes (Sewerage) part of Lot 86 on Plan RY77 to Robert John Riddle and Helen Mary Riddle for an annual fee of \$50 plus all rates and charges applicable.

Carried
7/0

3.7.4 Lease/Rental of Council Owned or Controlled Vacant Land within Designated Town Area

Summary: Council to consider leasing or renting vacant land owned or controlled by Council within designated town area for the purpose of livestock agistment.

Resolution: 2019/03/107 Moved Cr Chandler **Seconded Cr Peoples**
That the matter be deferred to a future meeting of Council.

Carried
7/0

3.7.5 Tourism Initiatives

Summary: Proposals to improve Council's tourism operations during the peak season and during the Lions Club world record attempt weekend for Council consideration.

Resolution: 2019/03/108 Moved Cr Peoples **Seconded Cr Dillon**
That Council:-

- (a) agrees to the engaging a fixed term permanent employee to work at the Barcaldine Information Centre for 5 hours per day during the peak tourist season, April to August;**
- (b) agrees to hosting a pop up information booth at showground from 23 May to 26 May; and**
- (c) agrees in principle to support the hosting of Sunday night Community Dinner/BBQ during peak tourist season, May to July.**

Carried
7/0

3.8 CONFIDENTIAL REPORTS - Nil

3.9 NOTIFIED MOTIONS - Nil

As there was no further business, the Mayor declared the meeting closed at 3.25pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

MAYOR: _____

DATED: 17 April 2019

SYSTEM:	Finance
POLICY TITLE:	Council Credit Cards
ADOPTED:	13 October 2010
AMENDED:	20 March 2019
POLICY NUMBER:	FS014

PURPOSE: To ensure transparency in Council's operations concerning the use of Council Credit Cards and to ensure Council's resources are managed with integrity and diligence.

1. Scope

- 1.1 This Policy applies to all employees and elected members of the Barcaldine Regional Council who are assigned a Council Credit Card.
- 1.2 The conditions set out in this Policy, the Barcaldine Regional Council's Procurement Policy, Delegations of Authority and the Cardholder Agreement govern the use of Council credit cards.
- 1.3 Cardholders and their supervisors are responsible for ensuring that they adhere to the Credit Card policy, thereby ensuring adequate controls are exercised to minimise the risk that Council Credit Cards are used for fraudulent purposes.

2. Eligibility

- 2.1 The Mayor, Chief Executive Officer, Deputy Chief Executive Officer and District Managers are eligible for a Council issued credit card.
- 2.2 Any other employee may only be issued with a Council credit card with the approval of the Chief Executive Officer.
- 2.3 To be eligible for a Council Credit Card, an employee must either:
 - Travel frequently in the course of their duties; or
 - Incur regular frequent expenses of a kind appropriately paid by credit card.

3. Limits

- 3.1 The maximum limit on any Council credit card will be \$10,000.

4. Conditions of Use

- 4.1 Cardholders must sign a Conditions of Use Agreement for the Council credit card.
- 4.2 The Council credit card must not be used to obtain cash advances.
- 4.3 The Council credit card is to be used only for official Barcaldine Regional Council business.
- 4.4 Charging personal transactions to Council Cards is not acceptable under any circumstances (except as per 4.4 below).
- 4.5 Travel expenses may unavoidably include a private component (eg spouse travel, meals). The private component of travel expenses is to be notified to the Finance Officer. The

Finance Officer will then issue a debtors invoice to the Cardholder for the amount of the private expenditure.

- 4.6 Breaching of the conditions of this Policy may result in cancellation of the card and withdrawal of Council Credit Card privileges.
- 4.7 Breaching of this policy may lead to disciplinary action against the employee concerned. In all cases of misuse, the Barcaldine Regional Council reserves the right to recover any unauthorized expenditure from the cardholder.

5. Monthly Council Card Statements

- 5.1 Council credit card expenditure must be reconciled monthly. Cardholders must submit tax invoices supporting all expenditure on the card prior to the due date for payment.
- 5.2 Cardholders who do not acquit their monthly expenditures by the due date may have their credit card privileges cancelled by the Chief Executive Officer.

6. Cardholder Responsibilities

- 6.1 Cardholders must retain a tax invoice to support all charges on their Credit Card.
- 6.2 Card purchases without receipts or tax invoices are ultimately the responsibility of the user. A failure to provide receipts or a credible explanation for the unsupported expenditure will result in an invoice being issued to the cardholder for reimbursement of the expenses.
- 6.3 Reimbursement for return of goods and/or services must be credited directly to the credit card account.
- 6.4 Lost or stolen cards must be reported immediately to the bank and to the Chief Executive Officer.
- 6.5 Officers issued with a Council credit card are in a position of trust in regard to use of public funds. Improper or unauthorised use of the Card may result in the cardholder being held liable for the expenditure and potential legal or disciplinary action being taken.
- 6.6 Cardholders are responsible for ensuring that their purchases meet the purchasing criteria outlined in the Barcaldine Regional Council's Procurement Policy.

7. Management and Supervisory Responsibilities

- 7.1 Each cardholder's supervisor is to verify and sign off that all transactions on the statement are incurred on behalf of the Barcaldine Regional Council. Any unusual transactions must be followed up with the cardholder immediately.
- 7.2 The Chief Executive Officer's credit card statement must be countersigned by the Mayor or Deputy Chief Executive Officer.
- 7.3 The Mayor's credit card statement must be countersigned by the Chief Executive Officer.

8. Termination of Employment

- 8.1 The Council credit card must be returned immediately upon termination of employment.

SYSTEM: Finance

POLICY TITLE: **Investment Policy**

ADOPTED: 27 June 2012

AMENDED: 15 January 2014

20 March 2019

POLICY NUMBER: **F020**

PURPOSE: To invest surplus cash funds to the best advantage of Council and the community.

1. Introduction

Council generally has large sums of surplus funds available for investment at any one time. Interest on these investments may represent a significant contribution to the income of Council.

The security of Council's investments must be a priority at all times.

2. Legislative Requirements:

The investment powers of Council are defined in the Statutory Bodies Financial Arrangements Act 1982. Section 47 requires that a statutory body must use its best efforts to invest its funds—

(a) at the most advantageous interest rate available to it at the time of the investment for an investment of the proposed type; and

(b) in a way it considers is most appropriate in all the circumstances.

Section 191 of the Local Government Regulation 2012 requires a local government to prepare and adopt an investment policy.

The investment policy must outline Council's investment objectives and overall risk philosophy. The policy must also state procedures for achieving the goals related to investment stated in the policy.

3. Philosophy

a) **Strategy** – to invest surplus Council funds in short term cash investments at the highest interest rate available at the time of investment while being cognizant of institutions providing a service to the local community.

b) **Risk** – Council will limit its risk exposure in relation to investments by:

i) using Qld Treasury Corporation (QTC) as its default investment institution

ii) investing the remaining funds with Australian financial institutions with a long term credit rating of BBB+ or greater

ii) limiting the amount of funds invested with any one institution (other than QTC) to no more than 40% of Council's total investments

iii) ensuring two officers authorize the deposit and withdrawal of investment funds and

iv) reporting a summary of investments to each monthly Council meeting.

c) **Objectives** –

i) to maximise revenue to Council

ii) to ensure the security of Council's investments

iii) to minimize the risk exposure for Council's investments and

iv) to support financial institutions that service the local community.

4. Procedures

- a) All Council funds not required for financial commitments are to be invested.
- b) Council may only invest money in the following forms of investment:
 - i) deposits with an Australian financial institution or
 - ii) deposits with Qld Treasury Corporation.
- d) Investments must be:
 - i) at call; or
 - ii) or a fixed period of not more than twelve months.
- e) No institution (other than QTC) shall hold more than 40% of Council's total investments at the time the investment is made.
- f) Not less than \$3,000,000 (whichever is the lesser) of Council's total investment is to be held in on call investments.
- g) At least two quotations shall be obtained from authorised institutions whenever an investment, other than a deposit into an approved QTC fund, is proposed. Quotations will be assessed taking into account the objectives outlined in 3(c).
- h) Two officers are to authorize the deposit and withdrawal of investment funds.

5. Delegation

The Chief Executive Officer may delegate authority to invest surplus funds in accordance with this Policy.

6. Finance Reporting

A report which details all investments shall be prepared on a monthly basis and submitted to Council.