

INVESTMENTS

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Corporate Services	Finance	Revenue Investment

OBJECTIVE:

To document and provide the necessary information for the delegated officers to invest surplus funds.

POLICY:

1. Purpose of Policy
 - 1.1 The purpose of this policy is to ensure that:
 - a) The Council conforms with its fiduciary responsibilities under Section 6.14 of the Local Government Act and Section 18 (1)(a) of the Trustees Act 1962 (the 'Prudent Person' rule);
 - b) At all times, the Council has in place a current set of policies and delegations for its Investments Officers; and
 - c) Adherence to the guidelines by all officers with delegated authority to invest / control surplus funds.
 - 1.2 This Policy is to be made available to all employees involved in daily investment decisions.
 - 1.3 Notwithstanding the provisions of this Policy, the general financial management obligations imposed under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 should at all times be complied with.
2. Prudent Person Rule
 - 2.1 The investment options available to local government authorities in Western Australia were altered in June 1997 with changes to the Trustees Act. With the passage of changes to the Trustees Act, the list of prescribed investments has been removed and replaced by the Prudent Person rule.
 - 2.2 The main features of the prudent person rule include:
 - a) Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
 - b) A duty to invest funds in investments that are not speculative or hazardous.
 - 2.3 In exercising powers of investment, there are important matters for consideration:
 - a) The purpose of the investment and the needs and circumstances;
 - b) The desirability of diversifying investments and the nature of and risk associated with existing investments;
 - c) The need to maintain the real value of capital and income; The risk of capital or income loss or depreciation. The potential for capital appreciation;
 - d) The likely income return and timing of the income return. The length of the term of the proposed investment;
 - e) The liquidity and marketability of the proposed investment. The aggregate value of the investment;
 - f) The effect of the proposed investment in relation to the tax liability (if any);
 - g) The likelihood of inflation affecting the value of the proposed investment; and

- h) The costs of making the proposed investment; the results of a review of existing investments.

3. Investment Objectives

- 3.1 To add value through prudent investment of funds.
- 3.2 To support the local community bank without putting the Shire's surplus funds to any undue risk.
- 3.3 To have ready access to funds for day-to-day requirements, without penalty.

4. Authority to Invest

- 4.1 The Shire of Plantagenet's surplus funds are to be invested in term deposits or negotiable certificates of deposit with Bendigo and Adelaide Bank and other banks with branches in Mount Barker or Albany, subject to their Standard and Poor's long term credit rating being at least BBB+ and the short term rating being at least A-2. Any proposal to invest funds in any other institution not referred to above, for whatever reason, is to be referred to the Council.
- 4.2 Investments from the municipal, loan and reserve accounts are to be kept separate and distinct from the trust account.
- 4.3 Funds may be invested for terms ranging from one to six months based on predicted cash flow requirements.
- 4.4 The Deputy Chief Executive Officer places, withdraws or re-invests sums up to \$500,000.00 jointly with the Senior Administration Officer - Finance or Chief Executive Officer, in accordance with the Chief Executive Officer's delegation.
- 4.5 The Chief Executive Officer places, withdraws or re-invests sums over \$500,000.00 jointly with the Deputy Chief Executive Officer or Senior Administration Officer - Finance in accordance with the Chief Executive Officer's delegation.

5. Review and Reporting

- 5.1 A cash flow report is to be monitored by the Senior Administration Officer - Finance at least weekly to ensure cash funds are available to meet commitments.
- 5.2 Investments will be managed actively as they mature with reviews by the Deputy Chief Executive Officer on a monthly basis.
- 5.3 Bendigo and Adelaide Bank's short term credit rating as defined by Standard and Poors is to be monitored on a monthly basis by the Deputy Chief Executive Officer. Any downgrading of the long term BBB+ or short term A-2 rating is to be reported to the Council.
- 5.4 For audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on the Council's behalf at 30 June each year.'

ADOPTED: NOVEMBER 1998

LAST REVIEWED: 24 APRIL 2018