



## **Credit Card Purchases – Description June 2022**

The use of a credit card is a normal tool used to facilitate the business of Council. On occasion, items may need further explanation. Below is a brief explanation to accompany statements where the purpose of use is not evident in the accompanying documentation. All purchases were appropriately approved, in accordance with Council's Corporate Credit Card Policy.

### **Organisational Development Coordinator**

#### Planning Institute of Australia

This transaction was for the renewal of planning accreditation for The Director of Community & Corporate and Assessment Manager. The transaction was made via credit card as it was deemed the most timely and efficient way of renewing the accreditation.

#### On The Run

Premium unleaded fuel was purchased on two occasions during June 2022. This fuel type is not accepted by BP fuel cards; hence a credit card was used to finalise the purchase. All Council staff have been advised that premium unleaded fuel is not to be purchased in the future as our contract with BP does not accept this form of fuel type.

#### Teamviewer

Council's Information Services Team Leader procured a remote desktop licence in order to 'dial in' to any staff member's PC real-time, allowing them to gain access to their desktop and troubleshoot any issues. A credit card was used to pay for the licence as it was deemed the most efficient way of obtaining the annual licence immediately.

#### The Manna of Hahndorf

A Roads & Infrastructure employee undertook White Card training in Mount Barker. Overnight accommodation was offered given the distance between the employee's residence/training venue and the time of the training course. The transaction involved the overnight tariff only and the employee did not incur any mini bar or meal expenses.

### **Manager Construction & Maintenance**

#### Bullivants Pty Ltd

The purchase was for two load rates rings which are used for connection of the breakaway chains from our E-Combi roller to the tractor. This was a once off purchase from the supplier which is why we used credit card in lieu of setting up an account.

#### **Postal Address:**

PO Box 399  
TAILEM BEND SA 5260  
Email: [council@coorong.sa.gov.au](mailto:council@coorong.sa.gov.au)  
Web: [www.coorong.sa.gov.au](http://www.coorong.sa.gov.au)

#### **Coorong Civic Centre**

95 – 101 Railway Terrace  
TAILEM BEND SA 5260  
Phone: 1300 785 277  
Fax: 08 8572 3822

#### **Meningie Information Hub**

49 Princes Highway  
MENINGIE SA 5264

#### **Tintinara Customer Service Centre**

37 Becker Terrace  
TINTINARA SA 5266



**Cardholders Name:** CEO

**Statement Period:** 27/05/2022 to 26/06/2022

<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Expense Description</b>	<b>Total Amount</b>
27/05/2022	THE MANDARIN	Institute of Public Administration Australia (IPAA) SA Division annual economic luncheon 10 June 2022, Adelaide Convention Centre	\$119.00
10/06/2022	ADELAIDE CONVENTION	Parking for the IPAA SA Division annual economic luncheon 10 June 2022, Adelaide Convention Centre	\$15.00
10/06/2022	SECURE PARKING ADELAIDE	Parking for meeting with the Department for Education 10 June 2022, Adelaide	\$10.25
14/06/2022	LITTLE LOCAL CO	Morning tea for joint councils affordable housing project, Taillem Bend	\$29.00
20/06/2022	AUTO PARK PTY LTD	Parking for meeting with Kelledy Jones Lawyers 20 June 2022, Adelaide	\$15.22
22/06/2022	THE MANDARIN	Quarterly subscription to the Mandarin newsletter	\$125.00
		<b>Total</b>	<b>\$313.47</b>



**Cardholders Name:** Community Engagement & Grants Officer

**Statement Period:** 27/05/2022 to 26/06/2022

<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Expense Description</b>	<b>Total Amount</b>
9/06/2022	MAILCHIMP	CTLAP e-newsletter subscription	\$44.79
9/06/2022	FOREIGN TRANSACTION FEE	CTLAP e-newsletter subscription	\$1.34
<b>Total</b>			<b>\$46.13</b>

*Predominately, expenditure on this credit card, is costed against external grant funding.*



**Cardholders Name:** Director Roads & Infrastructure

**Statement Period:** 27/05/2022 to 26/06/2022

<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Expense Description</b>	<b>Total Amount</b>
		No transactions	
			<b>Total</b>



**Cardholders Name:** Executive Officer

**Statement Period:** 27/05/2022 to 26/06/2022

<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Expense Description</b>	<b>Amount</b>
28/05/2022	SURVEYMONKEY	SurveyMonkey account (community engagement tool), Annual Plan fee	\$384.00
28/05/2022	FOREIGN TRANSACTION FEE	Refer above (SurveyMonkey account)	\$11.52
21/06/2022	WILD RICE CATERING	Lunch for Council meeting, 21-06-2022	\$304.00
<b>Total</b>			<b>\$699.52</b>



**Cardholders Name:** Manager Construction & Maintenance

**Statement Period:** 27/04/2022 to 26/05/2022

<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Expense Description</b>	<b>Total Amount</b>
26/05/2022	BULLIVANTS PTY LTD	Tow hitch component for Tractor 509	\$110.00
		<b>Total</b>	<b>\$110.00</b>



**Cardholders Name:** Operations Manager

**Statement Date:** 27/04/2022 to 26/05/2022

<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Expense Description</b>	<b>Total Amount</b>
		No transactions	
			<b>Total</b>



**Cardholders Name:** Organisational Development Coordinator

**Statement Date:** 27/05/2022 to 26/06/2022

<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Expense Description</b>	<b>Total Amount</b>
1/06/2022	NEWS LIMITED	The Advertiser - monthly online subscription	\$28.00
2/06/2022	PLANNING INSTITUTE OF BARTON	Employee 375 - planning accreditation renewal	\$660.00
3/06/2022	WEB STOCK AND JOURNAL	Stock Journal - annual online subscription	\$195.00
5/06/2022	MAILCHIMP	E-newsletter software subscription	\$55.96
5/06/2022	FOREIGN TRANSACTION FEE	E-newsletter software subscription	\$1.68
6/06/2022	OTR TALEM BEND	Fuel (inadvertently purchased incorrect fuel type not accepted on BP fuel card)	\$73.49
9/06/2022	TEAMVIEWER PTY LTD	Remote desktop licence for utilisation by IT staff	\$698.28
12/06/2022	ADOBE STOCK	Photostock subscription for Community Development team	\$39.59
13/06/2022	ADOBE ACROPRO SUBS	PDF software for Finance team - monthly subscription	\$49.98
14/06/2022	COUNTRY BLOOMS	Employee 298 - gift for arrival of new twins	\$97.00
14/06/2022	THE MANNA OF HAHNDORF	Employee 400 - accommodation for White Card training	\$124.00
16/06/2022	ADOBE CREATIVE CLOUD	Creative Cloud membership	\$79.99
17/06/2022	FROME AUTO PARK ADELAIDE	Car parking - Norman Waterhouse HR seminar 17/06/22	\$13.20
17/06/2022	OTR MURRAY BRIDGE	Fuel (inadvertently purchased incorrect fuel type not accepted on BP fuel card)	\$34.68
<b>Total</b>			<b>\$2,150.85</b>