

ATTACHMENTS



FINANCE & POLICY COMMITTEE MEETING AGENDA

THURSDAY 13 AUGUST 2015

~ REFERENCE TO ATTACHMENTS ~

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news.com.au Travel

Onus on Australia to train 261,000 pilots for Asia Pacific by 2034

BY ROBYN IRONSDALE NATIONAL AVIATION WRITER

FROM: NEWS CORP AUSTRALIA NETWORK

JUNE 15, 2015 10:00PM



Not enough training capacity ... A woman pilot pointing at the cockpit during flight. Source: ThinkStock

- Safest airlines in the world
- Weirdest frequent flyer awards
- Watch this insane take-off
- Pilot's insulting rants on Facebook

AUSTRALIAN pilot training schools are bracing for a tidal wave of demand from Asian countries seeking to train thousands of people to fly commercial aircraft.

In its most recent forecast, Boeing predicted an additional 533,000 commercial airline pilots would be needed between now and 2034 and 584,000 maintenance technicians.

Almost half of those, or 261,000, will be required in the Asia Pacific region where much of the growth is occurring due to economic changes in China and India.



In demand ... An estimated 533,000 new pilots will be needed in the next two decades. Pic: Getty Images Source: Getty Images

Australian Wings Academy Chief Pilot Nathan James said there was currently not enough training capacity in Australia to fulfil the forecast demand for pilots in the region.

Of the 206 flying schools around the country, only 25 have approval to train overseas students.

"I think we're going to see over the next ten years, more and more Chinese and other Asian airlines investing in flight training facilities in Australia," said Mr James.

"It's simply because there just isn't a suitable training environment in China due to the pollution, due to the military-controlled airspace, and they don't have people with the right qualifications."

Already China Eastern Airlines has partnered with the CAE Oxford Training Academy in Melbourne, and Hainan Airlines has teamed up with Port Macquarie's Arena International Aviation.



Training school ... China Southern has set up its own flight training school in Perth. Pic: Brendan Radke/News Corp Australia Source: News Limited

China Southern West Australian Flying College operates out of Perth with the sole purpose of training cadets for the Guangzhou-based airline.

Next year, the first Australia Asia Flight Training college will open in Glen Innes, and the Airline Academy of Australia recently opened a second campus at Toowoomba's Wellcamp Airport

Both facilities are targeting an 80-20 mix of international and domestic students, which Mr James said created its own share of challenges.



Learning to fly ... Students from across the globe train at the Australian Wings Academy on the Gold Coast. Pic: Scott Fletcher/News Corp Australia Source: News Limited

"People raised in an eastern culture who are learning to fly in a western country take longer to teach because they first have to be taught to think for themselves," he said.

"They simply won't question authority which creates some serious cockpit issues.

"There have been plane crashes as a result of a captain making a serious error and the first officer neglecting to do anything about it because they won't question authority."



Needed ... Middle Eastern airlines such as Emirates are among those most at risk from the looming pilot shortage. Pic: Mark Brake/News Corp Australia
Source: News Limited

He said the looming pilot shortage was something airlines, manufacturers and governments needed to address together.

"The cost of training to be a pilot is rising at a time when salaries are decreasing," Mr James said.

"If those organisations that benefit most from the skills of pilots come up with a scheme to subsidise the training, that would go a long way to addressing the shortage."

robyn.ironside@news.com.au

COBAR SHIRE COUNCIL



Policy for the Provision & Use of Council's Corporate Credit Card

FILE: P5-50

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PROVISION AND USE OF COUNCIL'S CORPORATE CREDIT CARD

INTRODUCTION

The guidelines for the use of Council's corporate credit card fall into the following categories:

1. **Council Policy:** stating the intended purpose of the corporate card by Council personnel and identifying all relevant documents influencing use.
2. **Controls Over Card Issue:** management of corporate card issue so that the card meets the operational requirements of the Council and assists card holders to efficiently and effectively discharge their duties.
3. **Council Procedures:** clarity of process for both card holders and administrators by setting out instructions for:
 - The review of transactions;
 - Reporting to senior management;
 - Individual card holders.
4. **Card Holder Obligations:** acknowledgment by card holders of receipt of cards and their obligations in using those cards.

COUNCIL POLICY

Purpose of Card

Positions delegated access to and use of Council's corporate credit card are as follows:

- General Manager – maximum limit \$10,000;
- Mayor – maximum limit \$10,000;
- Director of Corporate and Community Services – maximum limit \$10,000;
- Director of Planning and Environmental Services – maximum limit \$5,000;
- Director of Engineering Services – maximum limit \$5,000;
- Director of Nursing – maximum limit \$5,000;
- Manager of Tourism and Public Relations – maximum limit \$5,000;
- Services Manager- maximum limit \$5000;
- Plant Supervisor – maximum limit \$5000;
- Manager of Children's Services – maximum limit \$5000.

The corporate credit card is **NOT** to be used for the following transactions:

- Cash advances (NO EXCEPTIONS);
- Fines, for example a motor vehicle parking fine or a speeding offence which was incurred while on council business;
- Personal use;
- Where circumstances beyond the employee's control occur and where the employee is on Council-related business, limited private expenses may be put to

Council's credit card. Such expenses may include, but not be limited to, additional room costs where the spouse has accompanied the employee, mini bar, etc. This amount will then be repaid by the employee via the sundry debtor system.

Individual limits are to be set for each card holder at the time an application for a corporate card (by an employee) is approved.

Payment Methods

Council has identified the following approved method(s) of processing transactions:

- Across the counter (the card holder signs a purchase slip at the time of purchase);
- By telephone (the transaction is completed by quoting corporate card details to the supplier). In these circumstances the card holder should maintain a record of transactions.

Discipline

Council practice dictates that:

- Those issued with a corporate card are in a position of trust in regard to the use of public funds;
- Improper use of that trust may render the card holder liable to disciplinary/legal action/criminal prosecution;
- Expenditure by corporate card will be reviewed on a regular basis by the council for compliance with guidelines.

The General Manager reserves the right to immediately revoke the credit card from the employee for any reason.

CONTROLS OVER CARD ISSUE

Register of Users

The Director of Corporate and Community Services shall maintain a Register of Card Holders. The register will detail the name of the card holder, card account number, credit limit and expiry date for all cards. The register will be maintained and reflect changes notified to the credit provider bank.

OPERATIONAL CONTROLS

Review of Transactions

Internal control procedures to review and process corporate card transactions are as follows:

- Monthly statements are to be referred to the card holder for checking, certification and preparation of claims to acquit expenditure;

- Where expenditure by corporate card is specifically chargeable to a cost centre, only expenditure by approved card holders is to appear on the cost centre summary;
- It should be confirmed that expenditure charged to the organisation is incurred by only authorised corporate card holders and on goods/services provided for within established guidelines;
- Corporate card expenditure to be approved by the card holder's supervisor, certified and authorised by personnel within established financial delegations;
- The Director of Corporate and Community Services is to ensure that all card holder statements and associated documentation (required for acquittal of the expenditure) are received, examined and appropriately endorsed by the due date;
- If the required documentation is not received by the due date the Director of Corporate and Community Services shall advise both the card holder and his/her supervisor that documents for acquittal are outstanding and request adjustment as soon as possible.

Reporting to Management

The Director of Corporate and Community Services will periodically prepare and submit to the General Manager or delegated Officer, a report on corporate card use. The report to include details of:

- Expenditure for the period and year to date in summary form;
- Instances where the use of corporate cards is contrary to council guidelines, for example:
 - Credit limits being exceeded;
 - Acquittal documentation not received on time from card holders;
 - Inappropriate use of the card.
- Any matters noted which affect the efficiency or effectiveness of the corporate card, for example:
 - Cards not used or where usage very low.
- Action taken in relation to matters raised in the report and results of action in response to matters outstanding from previous reports.

Matters for card holders to consider before using the corporate card

- The payment is for a purpose for which the card has been issued;
- The value of goods or services is within the established limit of authority to incur expenditure or an Officer with an appropriate financial delegation has approved the expenditure;
- The purchase is not split into individual amounts above delegated limits;
- The proposed transaction will not cause the credit limit to be exceeded;
- The corporate card is not used routinely to circumvent compliance with the normal requisitioning;
- Regular or periodic payments are not charged against corporate card accounts without prior approval.

Review of Statement

The card holder should review his/her corporate card statement and undertake the following duties on a monthly basis;

-
- Verify that each entry on the statement is correctly charged;
 - Report to the relevant section within the council concerned any disputed transactions. These should be passed on to the Bank Service Centre.

Acquittal of Expenditure

In order to account for corporate card expenditure the card holder should provide the following documentation:

- Approval to make purchases or undertake travel;
- Original docket containing sufficient detail for reviewing Officers to be able to gain an assurance that the expenditure is valid and relates to the official business of the council;
- Provide a written explanation and account codes for each transaction;
- Endorse the corporate card statement to the effect that all entries accurately reflect the transactions made during the month and were for official purposes;
- A completed travel claim (contingency voucher) and/or general claim.

Review of Corporate Card Usage

An independent reviewing Officer is to examine on a regular basis the documentation provided by the card holder to ensure that expenditure is valid and incurred in an official capacity.

Submission of Documentation

Ensure that acquitted documentation (endorsed by reviewing Officer) is provided by the end of each month.

Periodic Reconciliation

Each cardholder should periodically reconcile their own records of corporate card use with reports received from the card supplier. The use of a running sheet by the cardholder is recommended where the volume of corporate card transactions is significant.

Cancellation of Card

Where corporate cards are no longer required the card holder should ensure that:

- All outstanding transactions are cleared and properly accounted for;
- The card is returned to the Officer responsible for the issue of corporate card who is to arrange for the card's destruction;
- The Officer returning the card is to obtain an acknowledgment for the return of the corporate card.

Card Holders on Extended Leave

Card holders who take three months or more of extended leave must surrender their corporate card during this time.

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16 JUL 2015

Cobar Memorial Services & Bowling Club Ltd.

ABN 27 000 869 821

14 July 2015

Cobar Shire Council
36 Linsley Street
COBAR NSW 2835

Attention: Gary Woodman

Dear Mr Woodman

**re: Rates Assessment 6013-00000-7
Annual Rates Remission Request \$2,000**

As per your instructions from a Council meeting held earlier this year, we hereby request remission of the amount of \$2,000 as discussed. As you will remember this amount relates to the carpark leased by you at the rear of our buildings.

Could you please organize to raise a credit on our current rates bill for this amount, or alternatively issue a revised notice.

Your assistance appreciated.

Yours sincerely

LINDA CARTER
Secretary/Manager

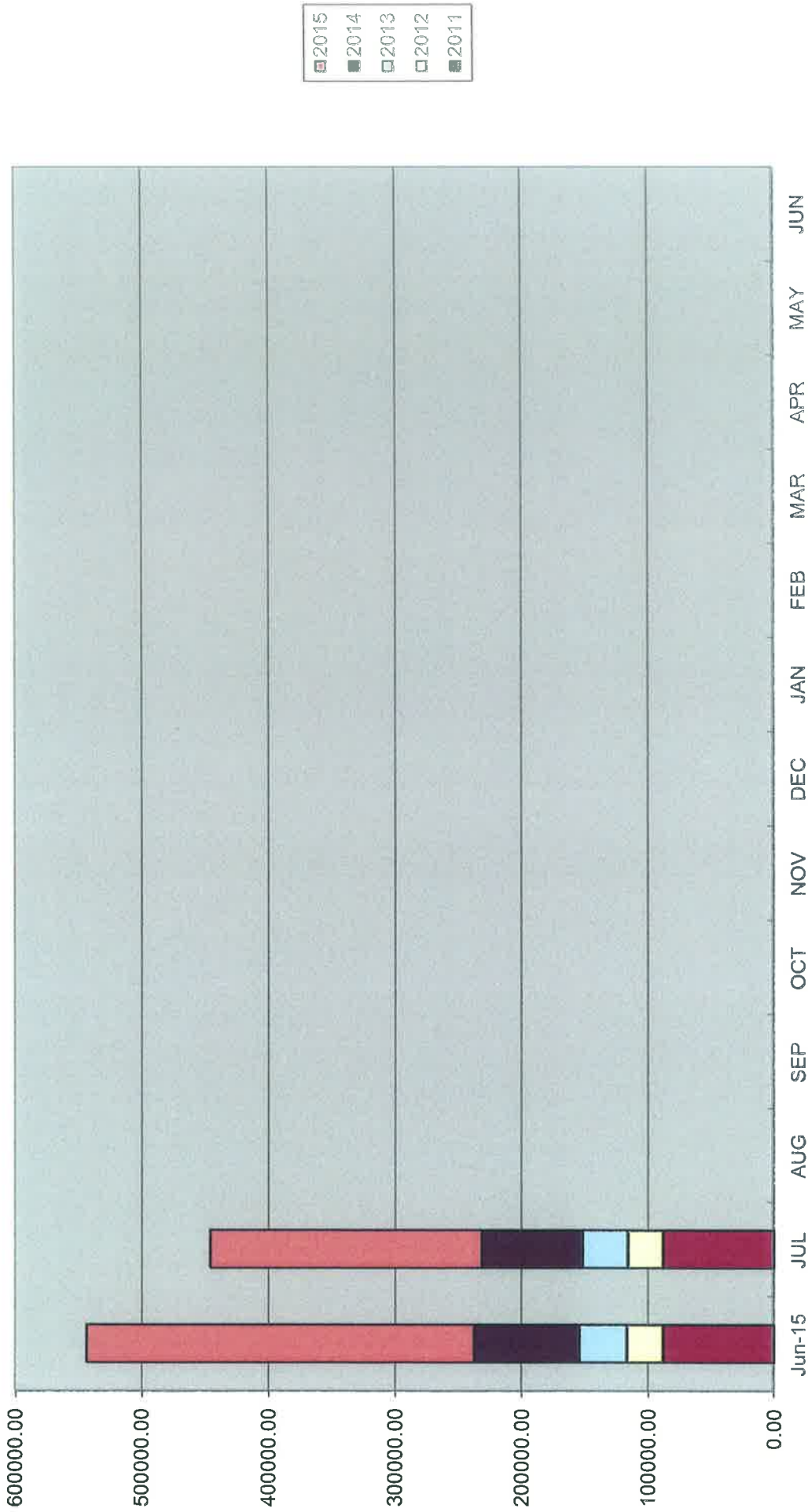
- copy RTO + L6-2 ~~AM~~

R2-1	91495
	A/GM

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Rate Arrears 2015-2016
General Rates, Water Access, Sewer, Domestic Waste, Interest & Legal Costs



Total Rates Outstanding
General Rates, Water Access, Water Usage, Sewer Access, Domestic Waste, Legal Costs, Interest

