



1 February 2005

## **ADMINISTRATION AND FINANCE COMMITTEE MEETING**

NOTICE IS HEREBY GIVEN THAT AN ADMINISTRATION AND FINANCE COMMITTEE MEETING OF THE COUNCIL OF THE CITY OF RANDWICK WILL BE HELD IN THE COUNCIL CHAMBER, TOWN HALL, 90 AVOCA STREET, RANDWICK, ON TUESDAY, 8TH FEBRUARY 2005 AT 6:00 PM

Committee Members: His Worship the Mayor, Cr M. Matson, Crs Andrews, Daley, Hughes (Deputy Chairperson), Kenny, Nash, Procopiadis & Seng (Chairperson.)

Quorum: Five (5) members.

**NOTE:** AT THE EXTRAORDINARY MEETING HELD ON 28<sup>TH</sup> SEPTEMBER, 2004, THE COUNCIL RESOLVED THAT THE ADMINISTRATION AND FINANCE COMMITTEE BE CONSTITUTED AS A COMMITTEE WITH FULL DELEGATION TO DETERMINE MATTERS ON THE AGENDA.

**1 Apologies**

**2 Minutes**

CONFIRMATION OF THE MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING HELD ON TUESDAY, 7<sup>TH</sup> DECEMBER, 2004.

**3 Declaration of Pecuniary & Non-Pecuniary Interests**

**4 Addresses to Committee by the Public**

**5 Mayoral Minutes**

**6 Finance**

- |     |  |    |
|-----|--|----|
| 6.1 | DIRECTOR GOVERNANCE, MANAGEMENT & INFORMATION SERVICES' REPORT 2/2005 - INVESTMENT OF COUNCIL FUNDS AS AT 30 NOVEMBER 2005.      | 2  |
| 6.2 | DIRECTOR GOVERNANCE, MANAGEMENT & INFORMATION SERVICES' REPORT 3/2005 - COUNCILLORS' DONATIONS FOR THE 2004/2005 FINANCIAL YEAR. | 13 |

<b>7</b>	<b>Administration</b>	
7.1	DIRECTOR GOVERNANCE, MANAGEMENT & INFORMATION SERVICES' REPORT 4/2005 - TENDERING POLICY.	17
7.2	DIRECTOR GOVERNANCE, MANAGEMENT & INFORMATION SERVICES' REPORT 5/2005 - APPOINTMENT OF COUNCIL DELEGATES TO SSROC STANDING COMMITTEES.	20
<b>8</b>	<b>General Business</b>	
<b>9</b>	<b>Motions Pursuant to Notice</b>	
<b>10</b>	<b>Notice of Rescission Motions</b>	

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GENERAL MANAGER

## ***Director Governance, Management & Information Services' Report 2/2005***



<b>SUBJECT:</b>	INVESTMENT OF COUNCIL FUNDS AS AT 30 NOVEMBER 2005
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<b>DATE:</b>	20 December, 2004	<b>FILE NO:</b>	98/S/0745
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**REPORT BY:** DIRECTOR GOVERNANCE, MANAGEMENT & INFORMATION SERVICES

### **INTRODUCTION:**

To report on Council's current investments.

### **ISSUES:**

Council is authorised by s625 of the Local Government Act to invest its surplus funds. Funds may only be invested in the form of investment notified by Order of the Minister dated 29 November 2000.

The Local Government Financial Management Regulations prescribe the records that must be maintained in relation to Council's investments. The regulations also require that the responsible accounting officer provide a written report to each ordinary meeting of the Council giving details of all monies invested and a certificate as to whether or not the investments have been made in accordance with the Act, the regulations and Council's Investment Policy No: 3.02.07.

Details of all investments are shown on the attachment sheet titled "Details of cash investments and analysis of investment performance as at 30 November 2004" and in the attached graphs.

### **FINANCIAL IMPACT STATEMENT:**

The budget provision for income from this source is \$2.150M. Income to 30 November, 2004 is \$1,169,048. On present trends our budget provisions should be met.

### **CONCLUSION:**

All surplus cash has been invested as at 30 November 2004 in accordance with Policy No: 3.02.07 and the provisions of s625 of the Local Government Act have been complied with.

**RECOMMENDATION:**

That the “Director Governance, Management & Information Services’ Report No. 2/2005 dated 20 December 2004 in relation to the investment of Council funds be noted.

**ATTACHMENT/S:**

1. Details of investments and analysis of investment performance as at 30 November 2005.
2. Graphs (7).

.....  
MARK HUMMERSTON  
DIRECTOR GOVERNANCE,  
MANAGEMENT & INFORMATION  
SERVICES

.....  
BRIAN GREGAN  
MANAGER, FINANCIAL  
SERVICES

**DETAILS OF CASH INVESTMENTS AND ANALYSIS OF INVESTMENT PERFORMANCE  
AS AT 30 November 2004**

Investment Manager	Credit Ratings	Amount Invested	Interest Earned November			UBSWA Bank Bill Index %	Interest Earned Financial Year to Date		UBSWA Bank Bill Index %	Interest Earned Last 12 Months		UBSWA Bank Bill Index %
			Amount	% Return			Amount	% Return		Amount	% Return	
		\$	\$	Month	Annualised For Period	#	\$			\$		#
***												
LG Financial Services 11am Call	AA	6,828,421	14,151	0.42	5.15	0.45	89,190	N/A	5.56	183,999	N/A	5.61
LGFS Expanded Credit Facility	Af	10,143,692	50,632	0.55	6.93	0.45	221,789	6.28	5.56	466,783	N/A	5.61
Commonwealth Shield Series 12	AA	4,000,000	21,167	0.53	6.44	0.45	108,232	N/A	5.56	259,728	N/A	5.61
Commonwealth Shield Series 21	AA	1,000,000	14,917	1.46	19.05	0.45	27,060	N/A	5.56	27,060	N/A	5.61
Commonwealth Shield Series 24	AA	2,500,000	14,260	0.57	6.94	0.45	72,888	N/A	5.56	85,787	N/A	5.61
UBS Credit Cash Enhanced	Af	6,435,105	31,655	0.49	6.18	0.45	145,776	6.15	5.56	440,619	6.16	5.61
Deutsche Cash Plus	Af	9,496,062	44,867	0.47	5.93	0.45	217,257	6.35	5.56	537,569	6.34	5.61
Macquarie Diversified Treasury	Af	5,181,154	24,505	0.48	5.94	0.45	126,747	6.06	5.56	381,245	6.11	5.61
Macquarie Income Plus	Af	7,374,794	36,236	0.49	6.18	0.45	160,109	6.41	5.56	274,793	N/A	5.61
					Index %							
		<b>52,959,228</b>			5.56		<b>1,169,048</b>			<b>2,657,583</b>		

Credit Ratings	Standard & Poors
Extremely strong capacity to pay	AAA
Very strong capacity to pay	AA
Funds exhibit strong protection against credit default	Af

#UBSWA Bank Bill Index
-Is a performance benchmark published in the Australian Financial Review.
-The index rate can be compared to the interest rate earned by Council on its investments.

Interest Earned	
	\$
In November 2004	252,751 *
For 2004/2005 to 30 November –	1,173,926 **
Original estimate budget for interest earned – 2004/2005	2,150,000

Monthly earning rates for the last three months	Sept %	Oct %	Sept %
LG Financial Services 11am Call	0.42	0.42	0.42
LGFS Expanded Credit Facility	0.51	0.52	0.55
Commonwealth Shield Series 12	0.53	0.53	0.53
Commonwealth Shield Series 21	0.55	0.20	1.46
Commonwealth Shield Series 24	0.57	0.57	0.57
UBS Credit Cash Enhanced	0.50	0.47	0.49
Deutsche Cash Plus	0.53	0.51	0.47
Macquarie Diversified Treasury	0.50	0.46	0.48
Macquarie Income Plus	0.52	0.48	0.49
<b>UBSWA Bank Bill Index</b>	<b>0.45</b>	<b>0.46</b>	<b>0.45</b>

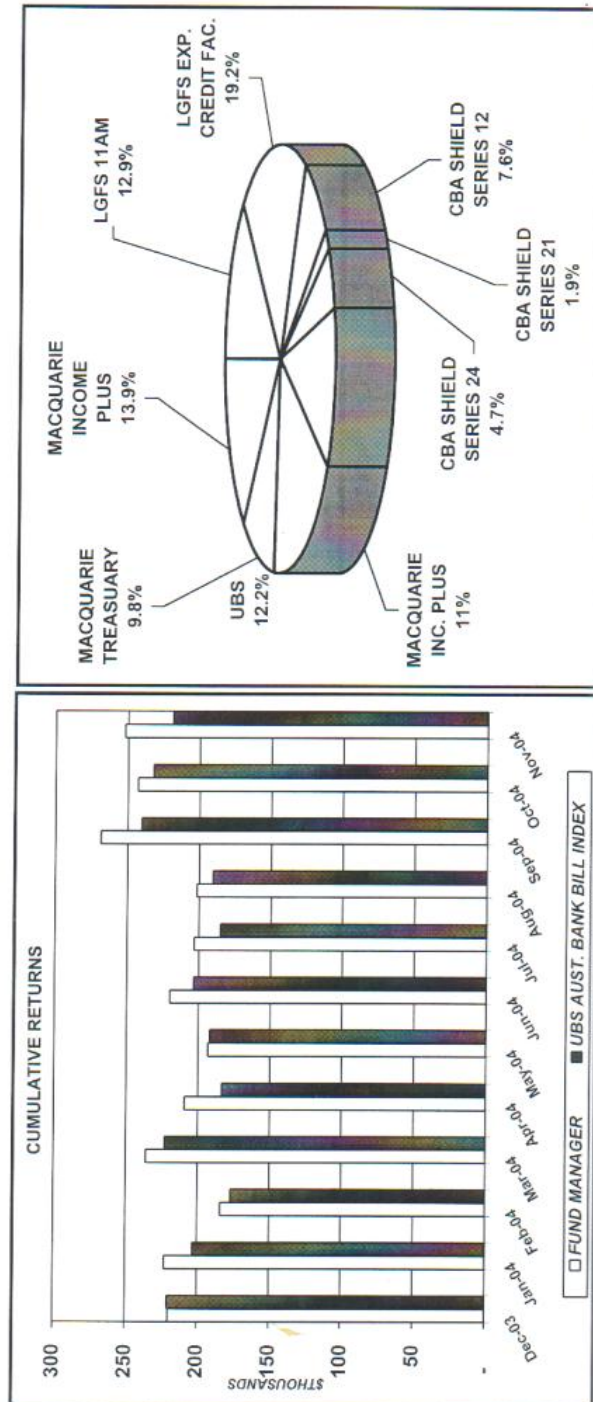
\* Includes bank account interest as well as interest on investments with Managed Funds.  
 \*\* Includes bank account interest and those Managed Funds no longer used.  
 \*\*\* The interest return on this investment has been estimated. Interest rates and amounts invested vary on a daily basis.

*I certify that the above investments have made in accordance with the Local Government Act, the regulations and Council's investment policy No. 3.02.07.*

**BRIAN GREGAN**  
**MANAGER, FINANCIAL SERVICES DIVISION**

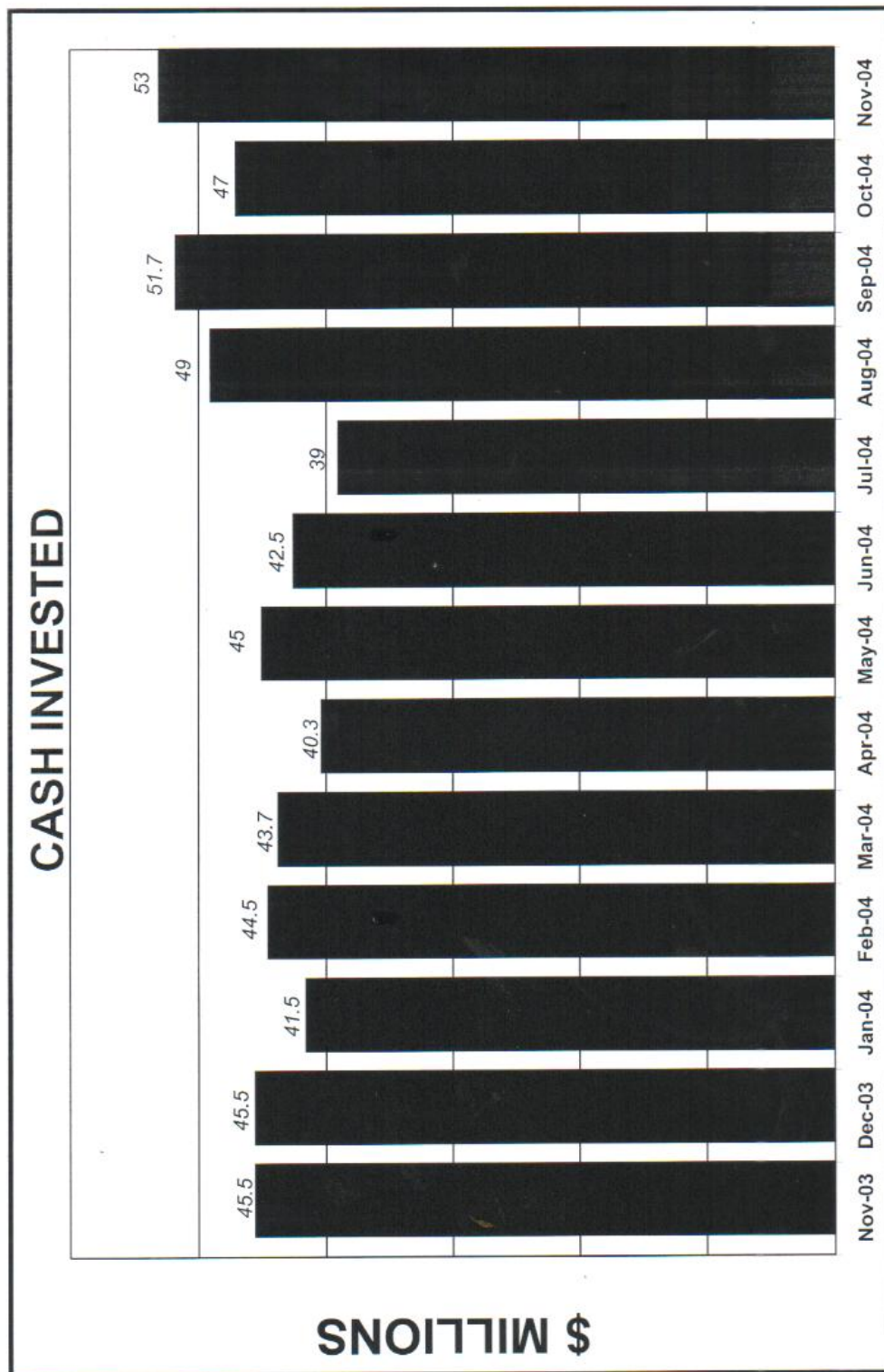
PERCENTAGE ALLOCATION BY FUND MANAGER

ALL FUND MANAGER PERFORMANCE VS. UBS AUST. BANK BILL INDEX  
AS AT 30 NOVEMBER 2004



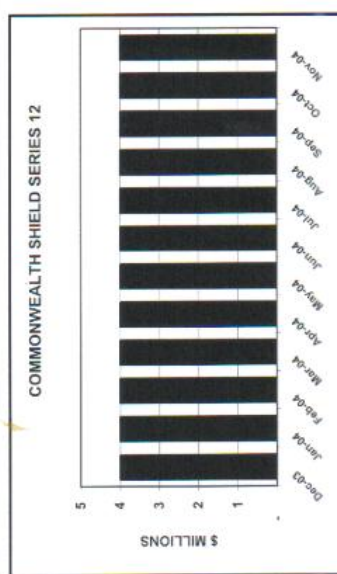
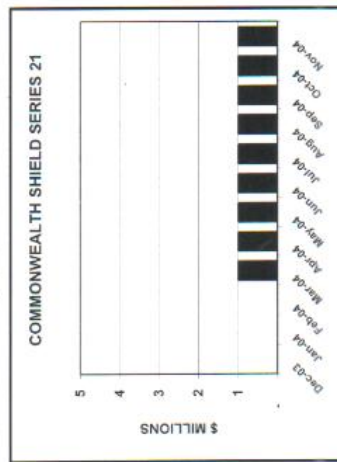
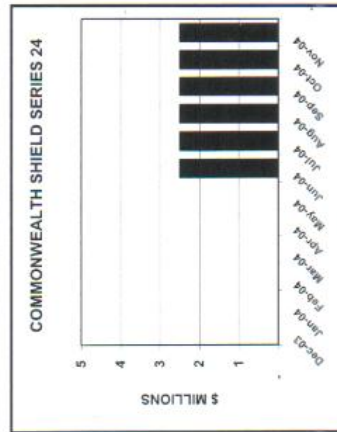
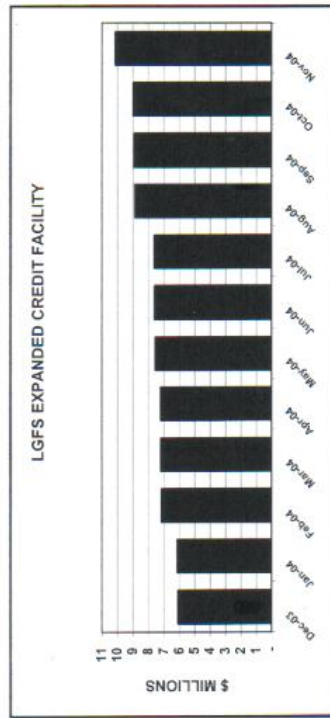
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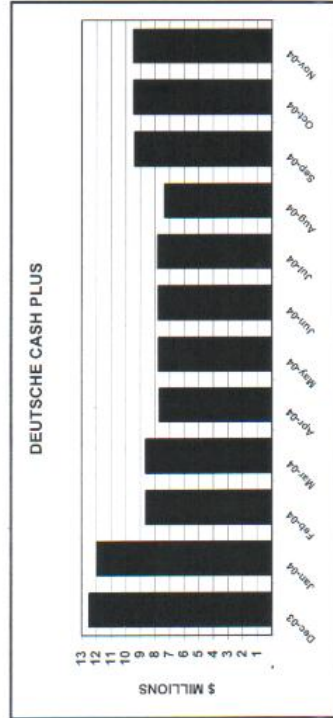
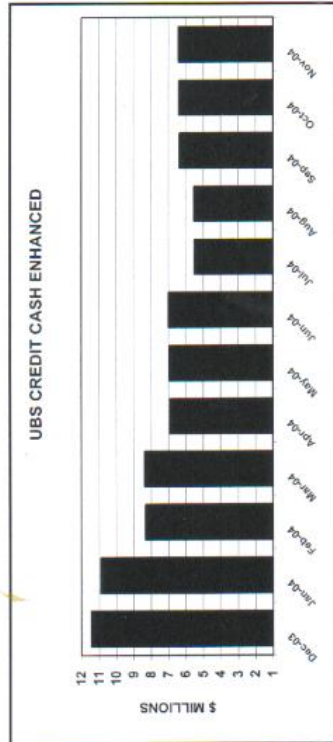
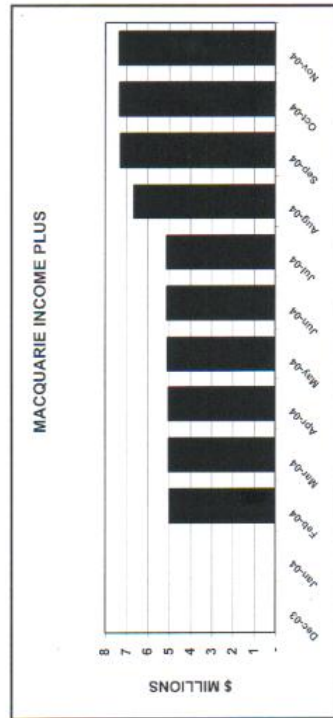
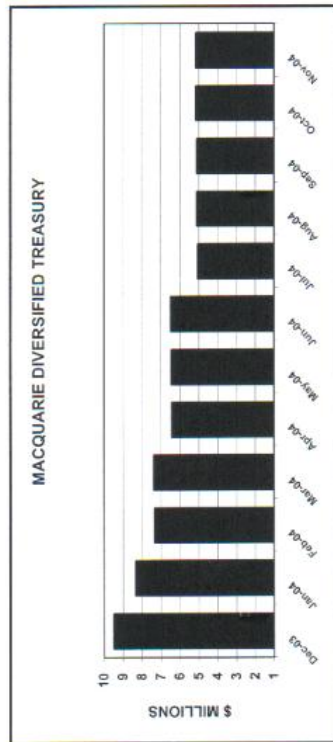


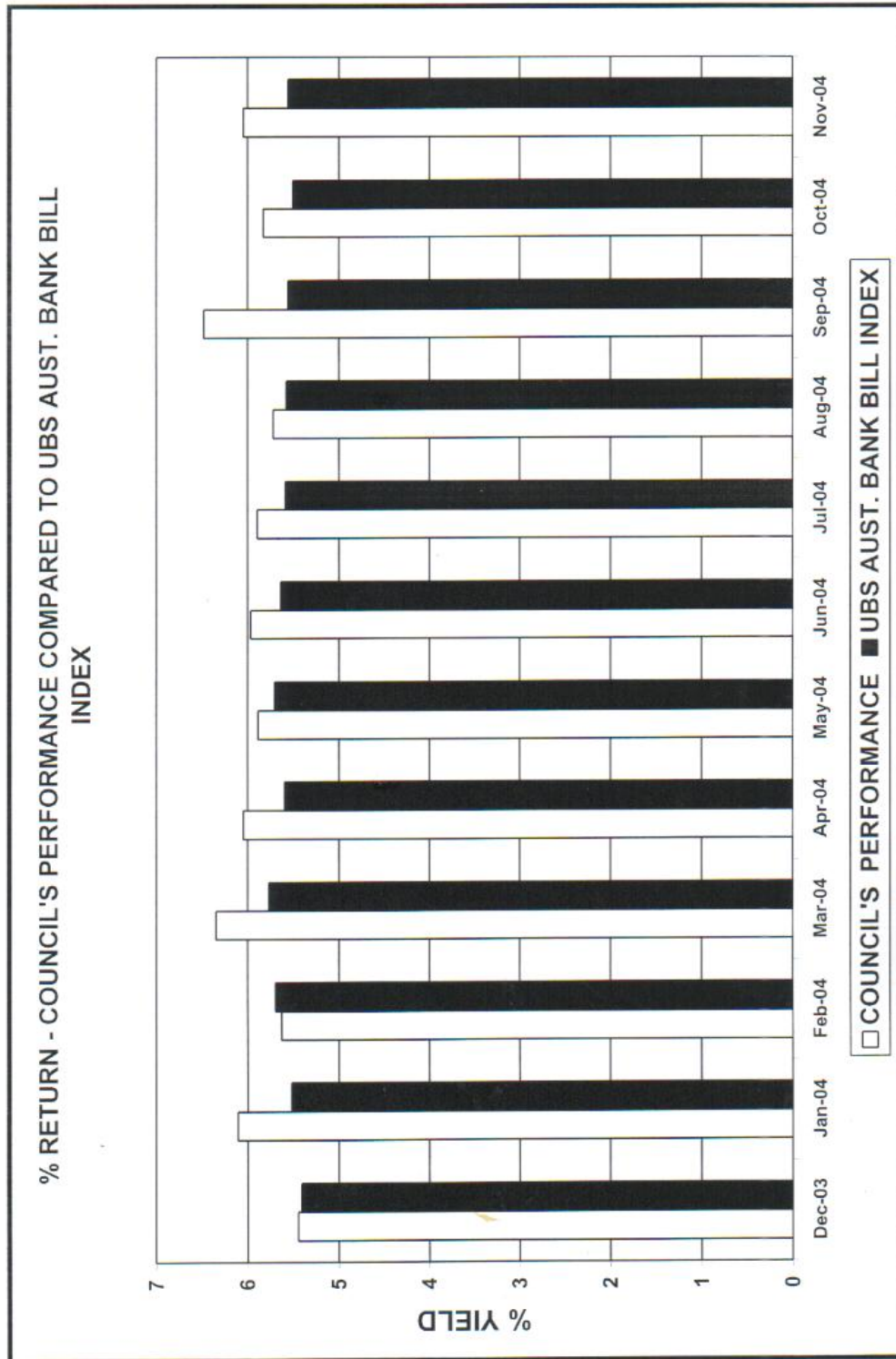


CASH INVESTMENTS BY FUND MANAGER



**CASH INVESTMENTS BY FUND MANAGER**

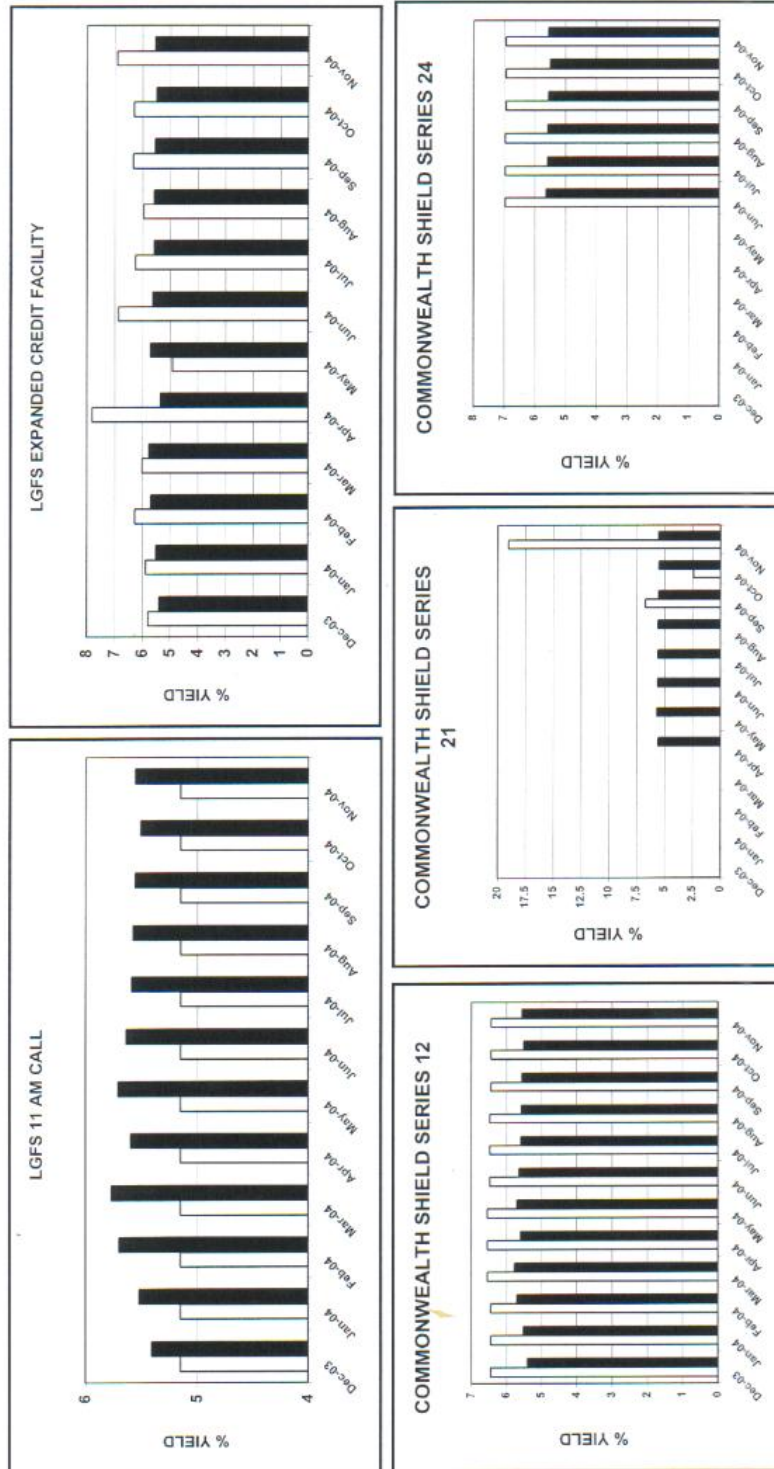




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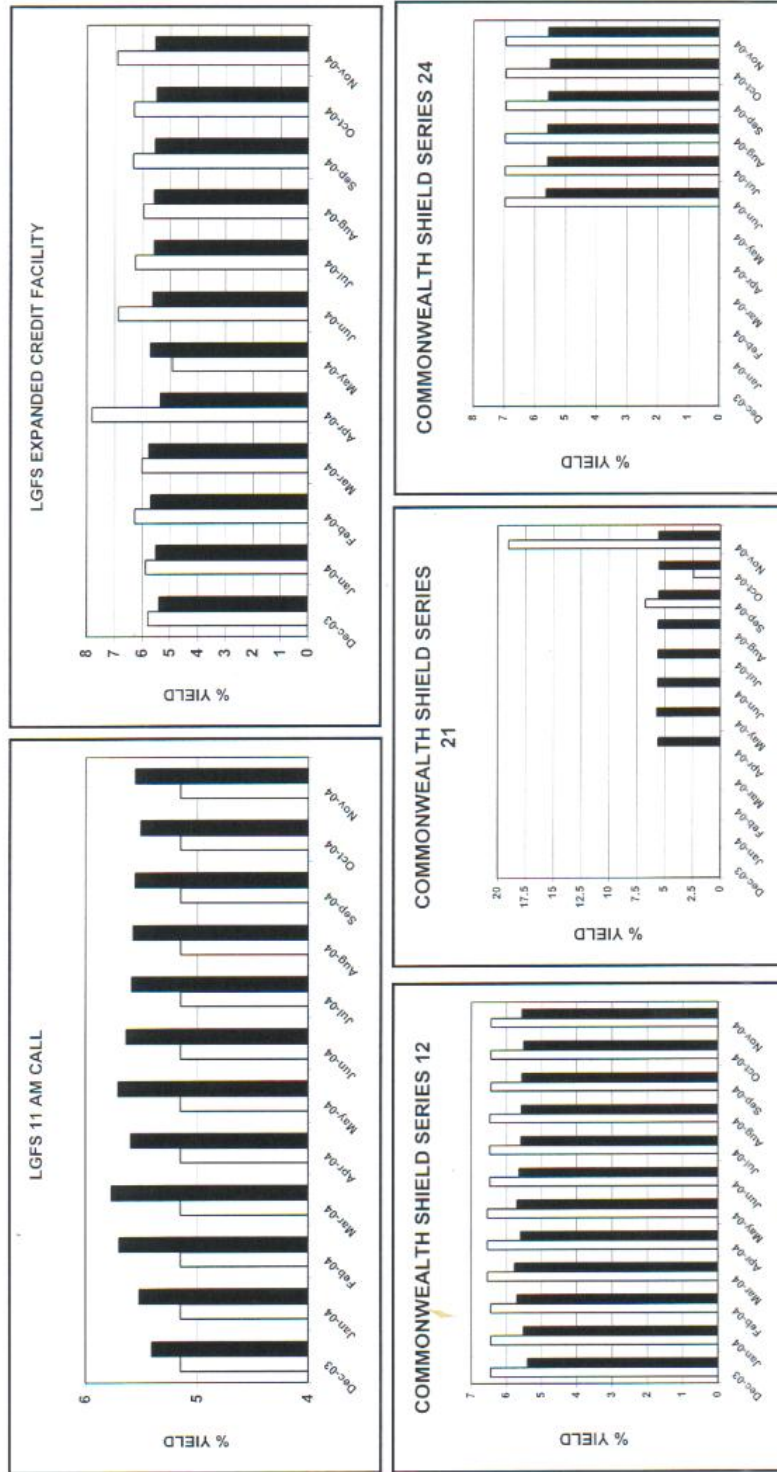
PERCENTAGE RETURN BY FUND MANAGER



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PERCENTAGE RETURN BY FUND MANAGER



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## ***Director Governance, Management & Information Services' Report 3/2005***



<b>SUBJECT:</b>	COUNCILLORS' DONATIONS FOR THE 2004/2005 FINANCIAL YEAR
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<b>DATE:</b>	25 January, 2005	<b>FILE NO:</b>	F2004/07336
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**REPORT BY:** DIRECTOR GOVERNANCE, MANAGEMENT & INFORMATION SERVICES

### **INTRODUCTION:**

To keep Councillors aware of the progressive amount of Councillors' donations, allocations, waiving of fees and other similar issues for the current financial year.

### **ISSUES:**

Since 1<sup>st</sup> July, 2004 there have been thirty one (31) Councillors' donations totalling \$63,784.40 as listed in the table below as at the date of this report.

<b>MEETING</b>	<b>DETAILS</b>	<b>AMOUNT</b>
Works Committee – 13 <sup>th</sup> July 2004	Greek Glendi	(\$7,695.00) (and permission to use Kensington Oval) - <b>Cancelled</b>
Community Services Committee – 10 <sup>th</sup> August 2004	National Association for Prevention of Child Abuse & Neglect	\$540.00 (and promotion in Mayoral Column, childcare facilities & community centres)
Ordinary Council – 27 <sup>th</sup> July 2004	Barry Watterson – Shakespearean Theatre	\$3,114.30
Ordinary Council – 27 <sup>th</sup> July 2004	POW Hospital	\$1,085.00
Ordinary Council – 27 <sup>th</sup> July 2004	Randwick Girls & Boys High Schools (Rock Eisteddfod)	\$3,114.30
Ordinary Council – 27 <sup>th</sup> July 2004	Dolphin Street Playgroup (Temporary Fencing)	\$1,000.00
Ordinary Council – 24 <sup>th</sup> August 2004	Maroubra Fun Run	\$3,734.00

	& Oktoberfest	
Ordinary Council – 21 <sup>st</sup> September 2004	Regional Study of Changing Tourism Dynamics in Sydney (Backpackers)	\$2,500.00
Ordinary Council – 21 <sup>st</sup> September 2004	Bali Tragedy 2 <sup>nd</sup> Anniversary Commemorations	\$8,678.00
Ordinary Council – 19 <sup>th</sup> October 2004	Des Renford Aquatic Centre Charity Day	\$5,320.40
Ordinary Council – 19 <sup>th</sup> October 2004	St George Coptic Church Fete	\$796.00
Ordinary Council – 19 <sup>th</sup> October 2004	South Maroubra Village Green Art Show	\$85.00
Ordinary Council – 19 <sup>th</sup> October 2004	South Maroubra Carols by Candlelight	\$1,906.00
Ordinary Council – 19 <sup>th</sup> October 2004	St Paul's Anglican Church – Carols by the Sea	\$1,871.80
Works Committee – 9 <sup>th</sup> November, 2004	Salvation Army – BBQ	\$210.00
Works Committee – 9 <sup>th</sup> November, 2004	Salvation Army – Carols By Candlelight in Kokoda Park	\$2,301.80
Works Committee – 9 <sup>th</sup> November, 2004	Coogee & South Maroubra Surf Life Saving Clubs – Use of Beaches (Surf Carnivals)	\$1,742.00
Works Committee – 9 <sup>th</sup> November, 2004	Coogee Bowling Club – Use of Goldstein Reserve (Bowls Mobile)	\$1,330.00
Health, Building & Planning Committee – 9 <sup>th</sup> November, 2004	UNSW Sustainable Living Centre – Sponsorship of Sustainable Schools Awards	\$2,200.00
Health, Building & Planning Committee – 9 <sup>th</sup> November, 2004	Association of International Students of Science, Economics & Commerce – Sponsorship of Sustainability Seminars Program	\$2,500.00

Ordinary Council – 23 <sup>rd</sup> November, 2004	Randwick City Tourism – Filming of Tourism Video	\$1,625.00
Ordinary Council – 23 <sup>rd</sup> November, 2004	Coogee Surf Life Saving Club – Use of Coogee Beach (ocean swim event)	\$640.00
Ordinary Council – 23 <sup>rd</sup> November, 2004	Coogee Chamber of Commerce – Use of Goldstein Reserve (Coogee Family Fun Day)	\$5,305.50
Ordinary Council – 23 <sup>rd</sup> November, 2004	Barry Watterson – Musical Events in Grant Reserve	\$798.80
Ordinary Council – 23 <sup>rd</sup> November, 2004	United Nations Development Fund for Women – Purchase of Ribbons for White Ribbon Day	\$150.00
Ordinary Council – 14 <sup>th</sup> December, 2004	Indonesian Welfare Association – Street Fair	\$3,365.00
Ordinary Council – 14 <sup>th</sup> December, 2004	Castellorizian Ladies Auxiliary – Carol Singing	\$302.20
Ordinary Council – 14 <sup>th</sup> December, 2004	Matraville Families First – Matraville Family Fun Day	\$408.00
Ordinary Council – 14 <sup>th</sup> December, 2004	Greek Orthodox Church of Australia – Greek Epiphany Celebration	\$1,173.50
Ordinary Council – 14 <sup>th</sup> December, 2004	Randwick Information & Community Centre-Removal Expenses	\$4,000.00
Ordinary Council – 14 <sup>th</sup> December, 2004	La Perouse Local Aboriginal Community – Christian Convention in Aid of Suicide Prevention	1,987.50
<b>TOTAL</b>		<b>\$63,784.40</b>



**FINANCIAL IMPACT STATEMENT:**

Funds will be identified in the December Quarterly review, as the amounts donated were not specifically included in Council's budget. Council allocated \$100,000 in the 2004/2005 Budget, for contingencies.

**RECOMMENDATION:**

That the Director Governance, Management & Information Service Report No. 3/2005 dated 25<sup>th</sup> January, 2005 in relation to the progressive amount of Councillors' donations, allocations, waiving of fees and other similar issues for the current financial year be noted.

**ATTACHMENT/S:**

Nil

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MARK HUMMERSTON  
DIRECTOR GOVERNANCE,  
MANAGEMENT & INFORMATION  
SERVICES

## ***Director Governance, Management & Information Services' Report 4/2005***



<b>SUBJECT:</b>	Tendering Policy
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<b>DATE:</b>	25 January, 2005	<b>FILE NO:</b>	98/S/3802
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**REPORT BY:** DIRECTOR GOVERNANCE, MANAGEMENT & INFORMATION SERVICES

### **INTRODUCTION:**

Council adopted the current Tendering Policy No. 3.01.14 on 8 May 2001. The Policy requires amendments to reflect current legislative changes.

### **ISSUES:**

The Local Government (Tendering) Amendment (Threshold Amount) Regulation 2004 under the Local Government Act 1993 has been issued, the amendment has varied the expenditure amount in section 55(3) from \$100,000 to \$150,000.

In accordance with Policy 1.01.01, this revised policy was submitted to MANEX on 19 January 2005 and was endorsed for adoption by Council.

### **FINANCIAL IMPACT STATEMENT:**

There is no direct financial impact for this matter.

### **CONCLUSION:**

The Tendering Policy has been amended to reflect current legislative requirements.

### **RECOMMENDATION:**

- a) That the revised Tendering Policy No. 3.01.14, as attached to Director's report, be adopted by Council; and
- b) That the Policy Register be updated accordingly.

**ATTACHMENT/S:**

Revised Tendering Policy, Policy No. 3.01.14

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MARK HUMMERSTON  
DIRECTOR GOVERNANCE,  
MANAGEMENT & INFORMATION  
SERVICES

.....  
KIM DAVIS  
MANAGER CONTRACTS & RISKS

**RANDWICK CITY COUNCIL****POLICY REGISTER****PART 3 – CORPORATE SERVICES**

Review Date: / /20 .

Policy No: 3.01.14

POLICY TITLE: **TENDERING**

File No.: 98/S/3802

**OBJECTIVE**

To acquire, through competitive tendering, contract services, goods, equipment and execution of works at the lowest evaluated price to the required standard in accordance with the most cost effective procedures ensuring efficient management of ratepayers' funds.

**POLICY STATEMENT**

That Council has no obligation to accept the highest, the lowest, or any tender submitted.

That Tenders must be invited before entering into contracts for goods and or services with a value in excess of \$150,000. Exceptions to this principle apply in certain circumstances as listed in section 55 (3) of the Local Government Act.

That Council may, if it wishes, call tenders for any good or service under \$150,000 if it believes a benefit may be achieved by encouraging competition to provide the required good or service.

That, no contract shall be broken into separate parts to circumvent the requirements of competitive tendering.

That, any action or contact that may be considered as an attempt to influence a decision of Councillors' or staff shall disqualify the relevant tender.

That incentives offered by tenderers shall not personally benefit Council staff, Councillors' or public officials.

Compliance is necessary with the requirements of Sections 55 and 377 of the Local Government Act 1993 ("Act"), the Local Government Tendering Regulation 1999 ("Regulation") and this policy and associated procedures.

**Associated Government Regulations:***Local Government Act 1993**Local Government (Tendering) Regulation 1999, Section 55**Local Government (Financial Management) Regulation 1999,**Clause 18***Associated Council Policies, Procedures and Guidelines:***Policy and Purchasing Procedures**Policy and Procedures for Tendering***Guidelines for Risk Management in Purchasing**

## ***Director Governance, Management & Information Services' Report 5/2005***



<b>SUBJECT:</b>	Appointment of Council delegates to SSROC Standing Committees
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<b>DATE:</b>	14 January, 2005	<b>FILE NO:</b>	F2004/07350
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**REPORT BY:** DIRECTOR GOVERNANCE, MANAGEMENT & INFORMATION SERVICES

### **INTRODUCTION:**

In the latter part of last year the Southern Sydney Regional Organisation of Councils (SSROC) reviewed its Committee structure, creating two Standing Committees. Council has been invited to nominate a delegate to each Standing Committee.

### **ISSUES:**

Standing Committee 1 has responsibility for the areas of asset management, public works, joint tendering, waste management and SSROC financial reports. The Committee is currently chaired by Mayor Joanne Morris (Hurstville City).

Standing Committee 2 has responsibility for the areas of regional planning matters, environmental management, transport planning and management, community development and road safety. The Committee is currently chaired by Mayor Kevin Schreiber (Sutherland Shire).

The Standing Committees are due to meet as follows:

Thursday 17 February, 2005 – Waverley  
 Thursday 28 April, 2005 – Kogarah  
 Thursday 21 July, 2005 – Sutherland Shire  
 Thursday 13 October, 2005 – Hurstville City

### **FINANCIAL IMPACT STATEMENT:**

There is no direct financial impact for this matter.

**CONCLUSION:**

As part of Council's continuing involvement in regional issues and as a member of SSROC, it would be appropriate to nominate a delegate to each Standing Committee.

**RECOMMENDATION:**

That Council nominate a delegate to each SSROC Standing Committee.

**ATTACHMENT/S:**

Nil.

.....  
MARK HUMMERSTON  
DIRECTOR GOVERNANCE,  
MANAGEMENT & INFORMATION  
SERVICES