

**MINUTES OF ADMINISTRATION AND FINANCE COMMITTEE MEETING OF  
THE COUNCIL OF THE CITY OF RANDWICK  
HELD ON TUESDAY, 13TH FEBRUARY 2007 AT 6:16 PM**

**PRESENT:**

The Mayor, Cr P. Tracey (North Ward)

North Ward - Crs M. Woodsmith & Kenny  
East Ward - Cr M. Matson  
West Ward - Crs B. Hughes  
Central Ward - Crs A. Andrews (Chairperson)

**OFFICERS PRESENT:**

General Manager	Mr. R. Brownlee.
Director, City Planning	Ms. S. Truuvvert.
Director, Governance & Financial Services	Mr. G. Banting.
Senior Administrative Coordinator	Ms. J. Hartshorn.
Communications Manager	Ms. D. Brien.

**IN ATTENDANCE:**

Crs. Belleli, Notley-Smith, Procopiadis and White.

**1. APOLOGIES/GRANTING OF LEAVE OF ABSENCES.**

Apologies were received from Crs Nash and Seng.

**RESOLVED: (Kenny/Matson)** that the apologies from Crs Nash and Seng for non-attendance at the Administration & Finance Committee Meeting of the Council held on Tuesday, 13<sup>th</sup> February, 2007 be received & accepted.

**2. CONFIRMATION OF THE MINUTES.**

**CONFIRMATION OF THE MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING HELD ON TUESDAY, 5<sup>TH</sup> DECEMBER, 2006.**

F1 **RESOLUTION: (Hughes/Matson)** that the Minutes of the Meeting of the Administration and Finance Committee held on Tuesday, 5<sup>th</sup> December 2006 (copies of which were circulated to all Councillors) be and are hereby confirmed as a correct record of the proceedings of that meeting.

**3. DECLARATION OF PECUNIARY & NON-PECUNIARY INTERESTS**

Nil.

**4. ADDRESSING OF COUNCIL BY MEMBERS OF THE PUBLIC.**

Nil

**5. URGENT BUSINESS.**

Nil.

**6. FINANCE.**

**6.1 DIRECTOR, GOVERNANCE & FINANCIAL SERVICES' REPORT 1/2007 - INVESTMENT REPORT - NOVEMBER 2006. (F2004/06527)**

F2 **RESOLUTION:** *(Matson/Kenny) that the investment report for November 2006 be received and noted.*

**MOTION: (Matson/Kenny) CARRIED – SEE RESOLUTION.**

**6.2 DIRECTOR, GOVERNANCE & FINANCIAL SERVICES' REPORT 2/2007 - INVESTMENT REPORT - DECEMBER 2006. (F2004/06527)**

F3 **RESOLUTION:** *(Matson/Kenny) that the investment report for December 2006 be received and noted.*

**MOTION: (Matson/Kenny) CARRIED – SEE RESOLUTION.**

**6.3 DIRECTOR, GOVERNANCE & FINANCIAL SERVICES' REPORT 3/2007 - MONTHLY FINANCIAL REPORTS AS AT 30 NOVEMBER 2006. (F2006/00689)**

F4 **RESOLUTION:** *(Kenny/Hughes) that monthly financial reports as at 30 November 2006 be noted.*

**MOTION: (Kenny/Hughes) CARRIED – SEE RESOLUTION.**

**6.4 DIRECTOR, GOVERNANCE & FINANCIAL SERVICES' REPORT 4/2007 - MONTHLY FINANCIAL REPORTS AS AT 31 DECEMBER 2006. (F2006/00689)**

F5 **RESOLUTION:** *(Hughes/Kenny) that the monthly financial reports as at 31 December 2006 be noted.*

**MOTION: (Hughes/Kenny) CARRIED – SEE RESOLUTION.**

**6.5 DIRECTOR, GOVERNANCE & FINANCIAL SERVICES' REPORT 5/2007 - 2006/2007 CONTINGENCY FUND - STATUS AS AT 31 JANUARY 2007. (F2004/07369 XR F2005/00182)**

F6 **RESOLUTION:** *(Woodsmith/Kenny) that the report be received and noted.*

**MOTION: (Woodsmith/Kenny) CARRIED – SEE RESOLUTION.**

**7. ADMINISTRATION.**

**7.1 DIRECTOR, GOVERNANCE & FINANCIAL SERVICES' REPORT 6/2007 - CUSTOMER SERVICE CHARTER. (F2006/00107)**

F7 **RESOLUTION:** *(Tracey/Matson) that:*

*(a) the Customer Service Charter be adopted;*

*(b) training be undertaken with all staff; and*

(c) *the Customer Service Charter be launched to customers and stakeholders upon completion of staff training in April/May 2007.*

**MOTION: (Tracey/Matson) CARRIED – SEE RESOLUTION.**

**8. CONFIDENTIAL ITEMS (CLOSED SESSION).**

Nil.

**9. NOTICE OF RESCISSION MOTIONS.**

Nil.

The meeting closed at 6.22 p.m.

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CHAIRPERSON