

# **ADMINISTRATION AND FINANCE COMMITTEE MEETING**

## **BUSINESS PAPER**

**TUESDAY 10 APRIL 2012**

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## **ADMINISTRATION AND FINANCE COMMITTEE MEETING**

Notice is hereby given that a 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, 10 April 2012 at 6pm.

Committee Members: The Mayor (S Nash), Andrews, Belleli, Bowen (Chairperson), Hughes, Matson, Matthews, Notley-Smith, Procopiadis, Seng, Smith, Stevenson, Tracey, White and Woodsmith (Deputy Chairperson)

Quorum: Eight (8) members

NOTE: At the Extraordinary Meeting held on 28 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.

### **Apologies/Granting of Leave of Absences**

#### **Confirmation of the Minutes**

Administration and Finance Committee Meeting - 13 March 2012

#### **Declarations of Pecuniary and Non-Pecuniary Interests**

#### **Address of Committee by Members of the Public**

#### **Urgent Business**

#### **Administration Reports**

Nil

#### **Finance Reports**

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#### **Notice of Rescission Motions**

Nil

.....  
Ray Brownlee  
**GENERAL MANAGER**



## Finance Report No. F6/12

**Subject:** Monthly Financial Report as at 29 February 2012  
**Folder No:** F2011/00438  
**Author:** Anna Bashkirova, Management Accountant



### Introduction

Section 202 of *Local Government (General) Regulation 2005* requires that the responsible accounting officer of a council must:

- a) establish and maintain a system of budgetary control that will enable the council's actual income and expenditure to be monitored each month and to be compared with the estimate of the council's income and expenditure, and
- b) if any instance arises where the actual income or expenditure of the council is materially different from its estimated income or expenditure, report the instance to the next meeting of the council.

### Issues

This report provides the financial results of the Council as at 29 February 2012. Attachment 1 summarises the Council's financial performance and its source and application of funds. It also summarises the operating result for each of the Council's principal activities. Attachment 2 details the financial position of the Council as at 29 February 2012.

### Relationship to City Plan

The relationship with the City Plan is as follows:

- Outcome 1: Leadership in Sustainability.  
Direction 1b: Council is a leader in the delivery of social, financial and operational activities.

### Financial impact statement

There is no direct financial impact for this matter.

### Conclusion

The Council's Director Governance and Financial Services, as the responsible accounting officer, advises that the projected financial position is satisfactory.

### Recommendation

That the monthly financial reports as at 29 February 2012 be noted.

### Attachment/s:

1. Monthly Financial Statements - February 2012 Income Statements
2. Monthly Financial Statements - February 2012 Balance Sheet

F6/12



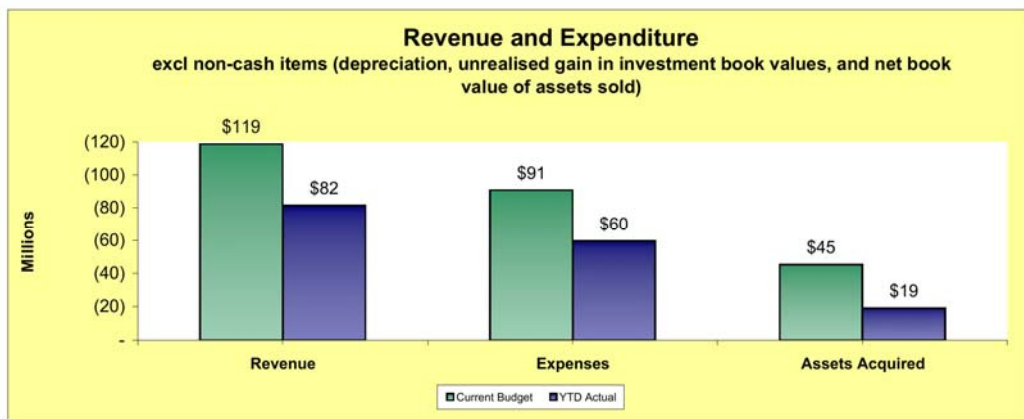
## INCOME STATEMENT

for the financial year as at 29 February 2012

<b>% OF YEAR EXPIRED AT 29 Feb 2012</b>	<b>67%</b>
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F6/12

	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	47,377	47,439	32,278	68.0%
Borrowing Costs	1	1	-	0.0%
Materials & Contracts	26,765	31,713	19,220	60.6%
Depreciation & Amortisation	19,296	21,671	14,686	67.8%
Other Operating Expenses	11,477	11,780	8,165	69.3%
Internal Charges	(10)	(10)	(26)	260.2%
<b>Total Expenses from Continuing Operations</b>	<b>104,906</b>	<b>112,594</b>	<b>74,324</b>	<b>66.0%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	83,614	83,915	56,601	67.5%
User Charges And Fees	12,340	12,309	8,712	70.8%
Interest	2,641	2,641	2,168	82.1%
Other Revenues	6,989	7,027	5,307	75.5%
Operating Grants and Contributions	5,691	6,354	5,117	80.5%
Capital Grants and Contributions	4,296	6,618	3,595	54.3%
Gain/(Loss) on Disposal of Assets	1,631	1,631	(129)	-7.9%
<b>Total Revenue from Continuing Operations</b>	<b>117,201</b>	<b>120,497</b>	<b>81,371</b>	<b>67.5%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>12,295</b>	<b>7,902</b>	<b>7,047</b>	
<b>FUNDING STATEMENT</b>				
<b>SOURCE OF FUNDS</b>				
Surplus/(Deficit) from Operations - Accrual	12,295	7,902	7,047	89.2%
<b>Add Back Non-Funded Transactions included in Operations above</b>				
- Depreciation	19,296	21,671	14,686	67.8%
- Sales of Assets (Book Value)	-	-	797	0.0%
- Leave accruals for LSL, SL and GR - Unrestricted	-	-	928	0.0%
- Transfer from Internal Reserves	7,152	15,189	7,808	51.4%
- Transfer from External Reserves	30,972	46,824	21,386	45.7%
- Unrealised Gain/(Loss) on Market Value of Investments	-	-	(42)	0.0%
<b>Net Funds Available</b>	<b>69,715</b>	<b>91,586</b>	<b>52,611</b>	<b>57.4%</b>
<b>APPLICATION OF FUNDS</b>				
Assets Acquired	28,987	45,316	18,903	41.7%
Transfer to Internal Reserves	10,384	11,244	8,094	72.0%
Transfer to External Reserves	30,339	35,016	21,709	62.0%
<b>Total Funds Applied</b>	<b>69,710</b>	<b>91,576</b>	<b>48,706</b>	<b>53.2%</b>
<b>Total Funds Surplus/(Deficit)</b>	<b>5</b>	<b>10</b>	<b>3,905</b>	

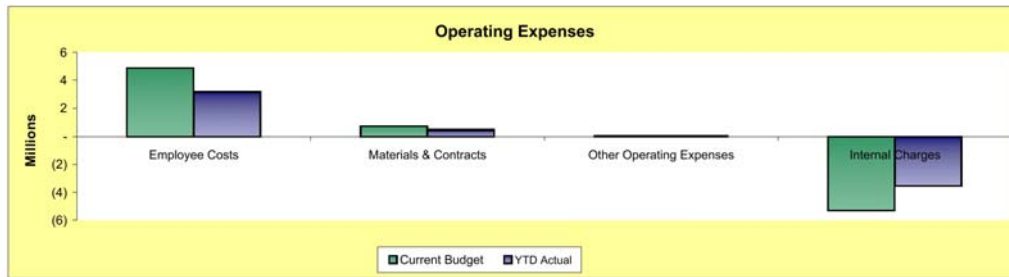




**OFFICE OF THE GENERAL MANAGER  
INCOME STATEMENT**  
for the financial year as at 29 February 2012

<b>% OF YEAR EXPIRED AT 29 Feb 2012</b>	<b>67%</b>
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	4,818	4,898	3,171	64.7%
Materials & Contracts	594	712	469	65.9%
Other Operating Expenses	57	79	72	91.4%
Internal Charges	(5,300)	(5,300)	(3,528)	66.6%
<b>Total Expenses from Continuing Operations</b>	<b>169</b>	<b>389</b>	<b>184</b>	<b>47.3%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Operating Grants and Contributions	50	50	57	114.0%
<b>Total Revenue from Continuing Operations</b>	<b>50</b>	<b>50</b>	<b>57</b>	<b>114.0%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>(119)</b>	<b>(339)</b>	<b>(127)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>Total Purchases</b>	-	25	-	0.0%
<i>Detail as following:</i>				
Other Capital Projects	-	25	-	0.0%



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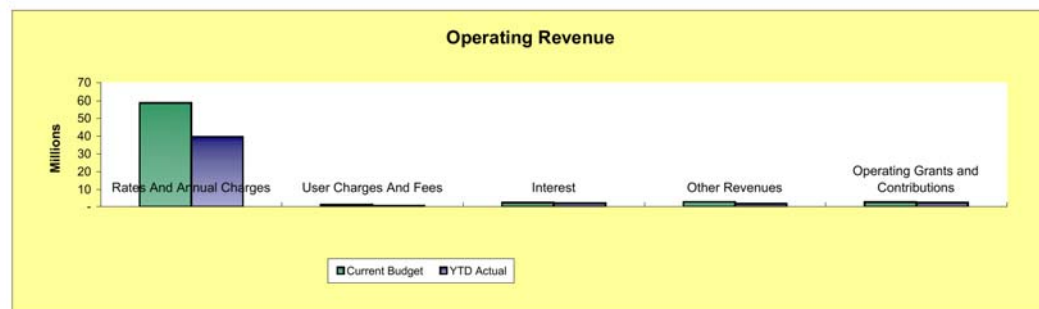
## GOVERNANCE AND FINANCIAL SERVICES INCOME STATEMENT

for the financial year as at 29 February 2012

<b>% OF YEAR EXPIRED AT 29 Feb 2012</b>	<b>67%</b>
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F6/12

	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	7,479	7,419	4,922	66.3%
Borrowing Costs	1	1	-	0.0%
Materials & Contracts	2,612	3,053	2,070	67.8%
Depreciation & Amortisation	772	3,095	2,050	66.2%
Other Operating Expenses	6,183	6,370	4,164	65.4%
Internal Charges	(16,175)	(16,175)	(10,780)	66.6%
<b>Total Expenses from Continuing Operations</b>	<b>871</b>	<b>3,762</b>	<b>2,426</b>	<b>64.5%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	58,784	58,917	39,890	67.7%
User Charges And Fees	985	985	662	67.2%
Interest	2,189	2,189	1,858	84.9%
Other Revenues	2,598	2,601	1,639	63.0%
Operating Grants and Contributions	3,093	2,580	2,151	83.4%
<b>Total Revenue from Continuing Operations</b>	<b>67,648</b>	<b>67,272</b>	<b>46,199</b>	<b>68.7%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>66,777</b>	<b>63,510</b>	<b>43,773</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>CAPITAL PURCHASES</b>				
<b>Total Purchases</b>	<b>1,115</b>	<b>1,783</b>	<b>254</b>	<b>14.2%</b>
<i>Detail as following:</i>				
IT Equipment	1,115	1,783	254	14.2%





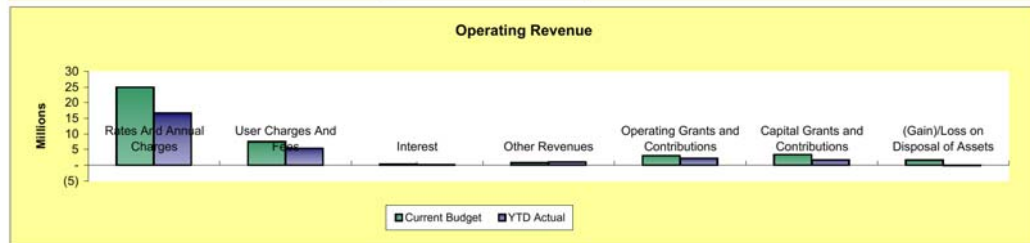
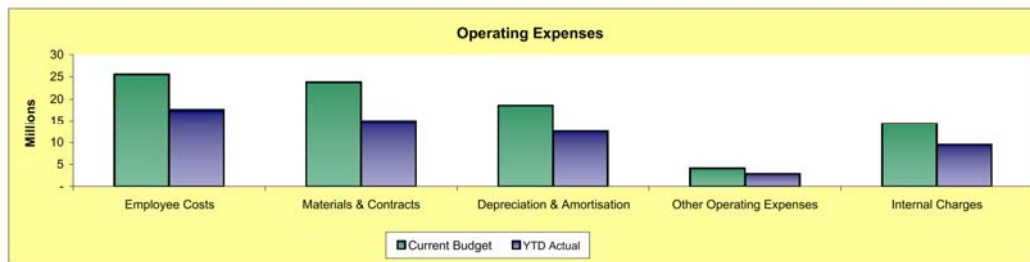


## CITY SERVICES INCOME STATEMENT

for the financial year as at 29 February 2012

<b>% OF YEAR EXPIRED AT 29 Feb 2012</b>	<b>67%</b>
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	25,577	25,584	17,546	68.6%
Materials & Contracts	20,768	23,815	14,988	62.9%
Depreciation & Amortisation	18,522	18,576	12,636	68.0%
Other Operating Expenses	4,110	4,153	2,881	69.4%
Internal Charges	14,331	14,369	9,531	66.3%
<b>Total Expenses from Continuing Operations</b>	<b>83,309</b>	<b>86,499</b>	<b>57,582</b>	<b>66.6%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	24,830	24,997	16,711	66.9%
User Charges And Fees	7,645	7,498	5,420	72.3%
Interest	251	251	176	70.1%
Other Revenues	715	715	998	139.5%
Operating Grants and Contributions	2,204	3,006	2,177	72.4%
Capital Grants and Contributions	2,596	3,362	1,664	49.5%
(Gain)/Loss on Disposal of Assets	1,631	1,631	(129)	-7.9%
<b>Total Revenue from Continuing Operations</b>	<b>39,871</b>	<b>41,461</b>	<b>27,017</b>	<b>65.2%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>(43,437)</b>	<b>(45,037)</b>	<b>(30,565)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>CAPITAL PURCHASES</b>				
<b>Total Purchases</b>	<b>27,866</b>	<b>43,502</b>	<b>18,644</b>	<b>42.9%</b>
<i>Detail as following:</i>				
Parks Construction	10,174	19,460	5,704	29.3%
Roads Construction	7,672	11,268	7,100	63.0%
Drainage Construction	1,194	375	4	1.0%
Building Construction	3,025	5,437	3,104	57.1%
Library Resources	370	365	191	52.5%
Des Renford Aquatic Centre	-	419	12	2.9%
Contaminated Site Management	900	1,097	872	79.5%
Vehicular Access	500	500	194	38.7%
Plant and Equipment	4,031	4,582	1,462	31.9%



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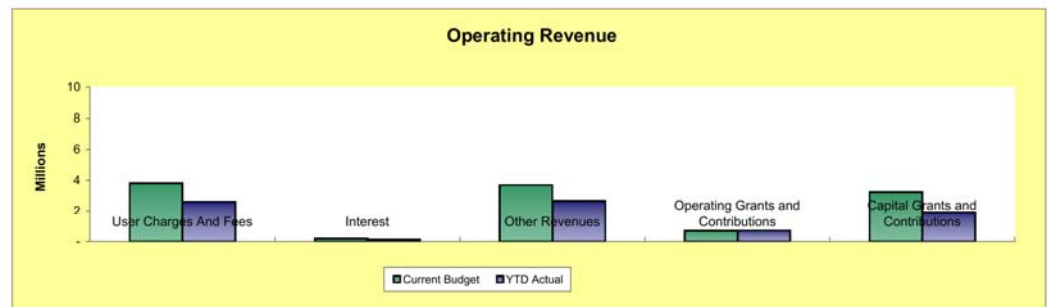
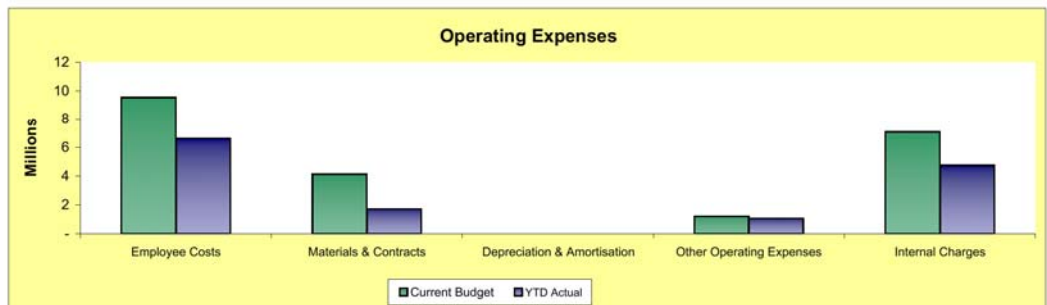
## CITY PLANNING INCOME STATEMENT

for the financial year as at 29 February 2012

<b>% OF YEAR EXPIRED AT 29 Feb 2012</b>	<b>67%</b>
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F6/12

	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	9,503	9,538	6,639	69.6%
Materials & Contracts	2,790	4,133	1,693	41.0%
Depreciation & Amortisation	3	-	-	0.0%
Other Operating Expenses	1,128	1,178	1,048	89.0%
Internal Charges	7,133	7,095	4,752	67.0%
<b>Total Expenses from Continuing Operations</b>	<b>20,558</b>	<b>21,944</b>	<b>14,132</b>	<b>64.4%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
User Charges And Fees	3,710	3,827	2,630	68.7%
Interest	201	201	134	66.7%
Other Revenues	3,676	3,711	2,670	72.0%
Operating Grants and Contributions	344	718	732	101.9%
Capital Grants and Contributions	1,700	3,256	1,932	59.3%
<b>Total Revenue from Continuing Operations</b>	<b>9,632</b>	<b>11,713</b>	<b>8,098</b>	<b>69.1%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>(10,926)</b>	<b>(10,231)</b>	<b>(6,034)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>Total Purchases</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>89.2%</b>
<i>Detail as following:</i>				
Sustaining Our City Projects	6	6	5	89.2%





# BALANCE SHEET

## at 29 February 2012

	Actual as at 30 June 2011	Actual as at 29 February 2012
<b>CURRENT ASSETS</b>		
Cash, Cash Equivalents & Investments	47,546	55,149
Receivables	6,873	3,706
Inventories	702	635
Other	885	1,034
<b>TOTAL CURRENT ASSETS</b>	<b>56,007</b>	<b>60,523</b>
<b>NON-CURRENT ASSETS</b>		
Infrastructure, Property, Plant & Equipment	1,253,975	1,257,395
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1,253,975</b>	<b>1,257,395</b>
<b>TOTAL ASSETS</b>	<b>1,309,982</b>	<b>1,317,919</b>
<b>CURRENT LIABILITIES</b>		
Payables	12,311	7,915
Provisions & Prepayments	13,353	18,639
<b>TOTAL CURRENT LIABILITIES</b>	<b>25,664</b>	<b>26,554</b>
<b>NON-CURRENT LIABILITIES</b>		
Payables	260	260
Provisions & Prepayments	236	236
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>496</b>	<b>496</b>
<b>TOTAL LIABILITIES</b>	<b>26,160</b>	<b>27,049</b>
<b>NET ASSETS</b>	<b>1,283,822</b>	<b>1,290,869</b>
<b>EQUITY</b>		
Retained Earnings	731,231	738,279
Revaluation Reserves	552,591	552,591
<b>TOTAL EQUITY</b>	<b>1,283,822</b>	<b>1,290,869</b>



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## Finance Report No. F7/12



**Subject:** Contingency Fund - status as at 31 March 2012

**Folder No:** F2007/00638

**Author:** Julie Hartshorn, Senior Administrative Coordinator

### Introduction

The purpose of this report is to detail the progressive amount of donations, allocations, waiving of fees and other similar contributions for the 2011-12 financial year.

In the 2011-12 financial year there have been thirty (36) allocations totalling \$132,704.40 as listed in the table below.

### Issues

Meeting	Details	Net cost to Council
Ord Council – 26 Sept 2006	<u>Annual contribution</u> (7 years from 2006-07) Interest foregone on interest free loan - Coogee Surf Life Saving Club renovations	\$4,500.00
Extraord Council – 6 Oct 2009	<u>Annual contribution</u> (3 years from 2009-10) Sponsorship - Westpac Life Saver Rescue Helicopter	\$15,000.00
Ord Council – 24 Nov 2009	<u>Annual contribution</u> (5 years 2010-2015) Waiving of fees – Rainbow Club Australia – Ocean Swim (Maroubra to Little Bay)	\$10,820.00
Ord Council – 27 July 2010	<u>Annual contribution</u> (5 years from 2010-11) - Randwick Boys High School - 'Mayor's Award'	\$1,000.00
Ord Council – 22 Feb 2011	<u>Annual contribution</u> (5 years from 2010-11) - Randwick Girls High School - 'Mayor's Award'	\$1,000.00
Ord Council – 24 May 2011	Donation - Randwick Rugby Foundation – Rugby Hall of Fame Event	\$2,000.00
Ord Council – 28 June 2011	Donation - Preparation of Traffic Management Plan – Maroubra Fun Run	\$4,000.00
Ord Council – 28 June 2011	Waiving of fees – Hire of Goldstein Reserve – Randwick City Tourism – Sports Coast Design Event	\$3,826.00
Ord Council – 26 July 2011	Waiving of fees and financial assistance - 11th Annual Des Renford Chair of Hearts Research Family Gala and Charity Day	\$8,500.00
Ord Council – 26 July 2011	Donation – White Ribbon Day - International Day for the Elimination of Violence Against Women	\$1,500.00
Ord Council – 26 July 2011	Financial assistance - Rainbow Child Care Centre – new oven	\$3,500.00
Ord Council – 26 July 2011	Financial assistance - Randwick Boys & Girls High Schools – Combined production	\$4,000.00
Ord council – 20 Sept 2011	Financial contribution - Wylies Baths Geotechnical Risk Assessment	\$5,000.00
Ord council – 20 Sept 2011	Waiving of fees - The Prince Henry Hospital Trained Nurses' Association - Use of Prince Henry Centre	\$1,945.00
Works Comm – 8 Nov 2011	'Sense of Community' Street Parties	\$6,000.00

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F7/12

Meeting	Details	Net cost to Council
Ord Council – 18 Oct 2011	Financial assistance - 2012 Eastern Suburbs Relay For Life - Cancer Council NSW	\$3,000.00
Ord Council – 18 Oct 2011	Donation – Maroubra Fun Run	\$5,350.00
Ord Council – 18 Oct 2011	Waiving of fees - Housing for Health Project with the La Perouse Aboriginal Community	\$1,645.00
Ord Council – 18 Oct 2011	Donation - Positive Pedalers' Day	\$250.00
Ord Council – 18 Oct 2011	Waiving of fees - Carols by Candlelight - St Mark's Anglican Church	\$1,667.00
Ord Council – 18 Oct 2011	Donation - Charity Fundraising Event for the Prince of Wales Hospital Foundation	\$300.00
Ord Council – 22 No 2011	White Ribbon Day Lunch	\$1,100.00
Ord Council – 22 No 2011	Waiving of fees - Greek Orthodox Church Epiphany Ceremony	\$6,373.00
Ord Council – 22 No 2011	Financial Assistance - Bayside Swim Club - Olympic Swimming Trials in Adelaide	\$3,000.00
Ord Council – 28 Feb 2012	Waiving of Fees - Brigidine College Randwick – banners	\$3,760.00
Ord Council – 28 Feb 2012	Waiving of Fees - Night Sky Productions – outdoor movie at Clovelly	\$2,009.00
Ord Council – 28 Feb 2012	Waiving of Fees - Use of Town Hall by Indonesian Welfare Association	\$540.00
Ord Council – 28 Feb 2012	150th Anniversary of NSW Police – joint sponsorship with Botany Bay City Council – sponsor 100 officers to attend Police Officer of the Year Awards evening	\$3,000.00
Ord Council – 28 Feb 2012	150th Anniversary of NSW Police – sponsor table Blue and White Charity Ball	\$1,500.00
Ord Council – 28 Feb 2012	Community Partnership - Randwick District Rugby Football Club	\$10,000.00
Ord Council – 27 March 2012	Waiving of fees for banner - Royal Hospital for Women Foundation	\$1,880.00
Ord Council – 27 March 2012	2012 Aurora Annual Dinner	\$2,250.00
Ord Council – 27 March 2012	Donation to Moree Flood Appeal	\$4,000.00
Ord Council – 27 March 2012	Financial Assistance - Randwick Boys and Girls High Schools Production	\$4,000.00
Ord Council – 27 March 2012	Waiving of fees - Australian Handball Federation	\$3,962.40
Ord Council – 27 March 2012	Waiving of fees - Salvation Army Red Shield Appeal	\$527.00
<b>TOTAL:</b>		<b>\$132,704.40</b>

In addition to the above allocations, the Works Committee at its meeting of 8 November 2011, resolved to allocate \$40,795.90 from the 2012-13 Contingency Fund for the waiving of fees for the World Firefighters' Games in October 2012.

### Relationship to City Plan

The relationship with the City Plan is as follows:

Outcome 2: A vibrant and diverse community.

- Our community will be proud to be part of our City and celebrate its range of cultures and people.
- Direction 2b: Enrich our range of community services that meet our community's needs.
- Key Actions: Support the provision of services and facilities to meet the needs of our Target Groups and celebrate the range of cultures and people within Randwick City.

**Financial impact statement**

Council has allocated \$66,591.00 in the 2011-12 Budget for contingencies. This amount will be adjusted, as necessary, in conjunction with quarterly budget reviews.

**Recommendation**

That the report be received and noted.

**Attachment/s:**

Nil

**F7/12**