

# **ADMINISTRATION AND FINANCE COMMITTEE MEETING**

## **BUSINESS PAPER**

**TUESDAY 4 DECEMBER 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, 4 December 2012 at 6pm.

Committee Members: The Mayor (T Bowen), Andrews, Belleli, D'Souza, Garcia, Matson, Moore (Chairperson), Nash, Neilson, Roberts (Deputy Chairperson), Seng, Shurey, Smith, Stavrinou and Stevenson.

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

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

Administration and Finance Committee Meeting - 13 November 2012

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

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

#### **Urgent Business**

#### **Administration Reports**

Nil

#### **Finance Reports**

F22/12	Contingency Fund - status as at 26 November 2012 .....	1
F23/12	Monthly Financial Report as at 31 October 2012.....	3

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

Nil

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



## Finance Report No. F22/12



**Subject:** Contingency Fund - status as at 26 November 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 2012-13 financial year.

In the 2012-13 financial year there have been 24 allocations totalling \$139,540.74 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
Ord Council – 24 Nov 2009	<u>Annual contribution</u> (5 years from 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 – 9 Oct 2012	<u>Annual contribution</u> Sponsorship of the Westpac Rescue Helicopter Lifesaver Service – 3 year agreement commencing 2012-13	\$15,000.00
Planning Comm – 13 Mar 2012	<u>Annual contribution</u> – Australia Day Botany Bay Regatta	\$750.00
Works Comm – 8 Nov 2011	Waiving of fees - World Firefighters' Games October 2012	\$40,795.90
Ord Council - 26 Jun 2012	Financial assistance – 2012 Maroubra Fun Run & Oktoberfest	\$10,000.00
Ord Council – 24 Jul 2012	Waiving of fees - banner for Charity Boxing Challenge for the McGrath Foundation & Bowel Cancer Foundation	\$1,956.00
Ord Council – 24 Jul 2012	Waiving of fees – use of Heffron Park for Ride for Life event	\$2,835.00
Ord Council – 24 Jul 2012	Financial assistance – Bravehearts White Balloon Day – September 2012	\$500.00
Ord Council – 24 Jul 2012	Waiving of fees – banner for Randwick City Tourism	\$3,912.00
Ord Council – 24 Jul 2012	Waiving of Fees for road closure - Our Lady of the Rosary Parents and Friends Association	\$2,800.00
Ord Council – 24 Jul 2012	Waiving of Fees - The Milsy Foundation – use of Des Renford Aquatic Centre	\$1,716.00
Ord Council – 24 Jul 2012	Jazz at the Lakes - Charity Fundraiser	\$650.00

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Meeting	Details	Net cost to Council
Ord Council – 28 Aug 2012	Request for Support - 2012 Harmony Walk	\$10,617.00
Ord Council – 28 Aug 2012	Maroubra RSL Junior Diggers Swimming Club	\$1,540.00
Ord Council – 9 Oct 2012	Waiving of fees – Prince Henry Hospital Trained Nurses Assoc – 2012 Reunion	\$4,282.84
Ord Council – 9 Oct 2012	Waiving of fees – Jarrah House Anniversary	\$1,246.00
Ord Council – 9 Oct 2012	Cure the Future fundraiser	\$1,320.00
Ord Council – 23 Oct 2012	Friends of the La Perouse Museum - Sponsorship of Altar Stones Unveiling Event	\$500.00
Ord Council – 23 Oct 2012	12th Annual Des Renford Chair of Hearts Research Family Gala and Charity Day	\$8,500.00
Ord Council – 23 Oct 2012	Donation of plants from Council's Community Nursery - Gurriwal Community Yarra Bay House	\$300.00
Works Comm – 13 Nov 2012	Supporting "Sense of Community" Street Parties	\$13,000.00
<b>TOTAL:</b>		<b>\$139,540.74</b>

### 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 \$125,007 in the 2012-13 Budget for contingencies. This amount will be adjusted, as necessary, during quarterly budget reviews.

### Recommendation

That the report be received and noted.

### Attachment/s:

Nil

## Finance Report No. F23/12



**Subject:** Monthly Financial Report as at 31 October 2012  
**Folder No:** F2012/00506  
**Author:** Anna Bashkirova, Management Accountant

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### 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 31 October 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 31 October 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 31 October 2012 be noted.

### Attachment/s:

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

F23/12



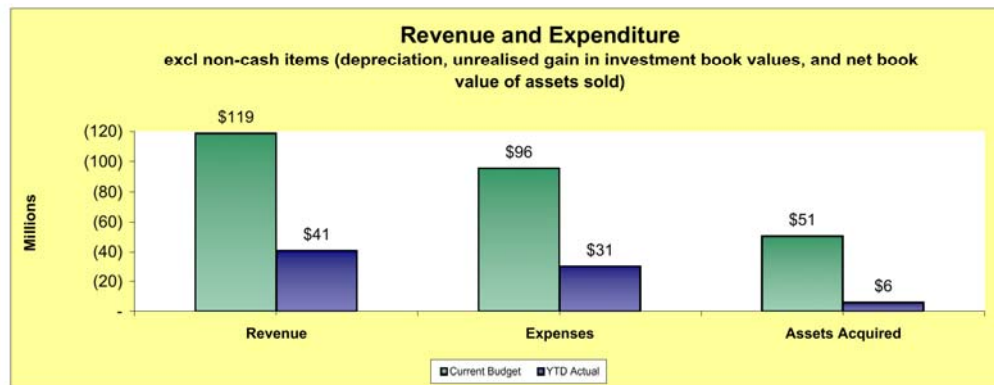
## INCOME STATEMENT

for the financial year as at 31 October 2012

<b>% OF YEAR EXPIRED AT 31 Oct 2012</b>	<b>33%</b>
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F23/12

	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	49,317	49,317	16,385	33.2%
Borrowing Costs	1	1	-	0.0%
Materials & Contracts	29,551	33,102	9,978	30.1%
Depreciation & Amortisation	21,280	21,280	7,755	36.4%
Other Operating Expenses	13,060	13,088	4,297	32.8%
Internal Charges			(7)	0.0%
<b>Total Expenses from Continuing Operations</b>	<b>113,208</b>	<b>116,788</b>	<b>38,408</b>	<b>32.9%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	89,838	89,838	30,086	33.5%
User Charges And Fees	12,297	12,297	4,865	39.6%
Interest	2,255	2,255	1,210	53.7%
Other Revenues	7,170	7,170	2,352	32.8%
Operating Grants and Contributions	5,981	4,160	1,204	28.9%
Capital Grants and Contributions	3,058	3,058	1,444	47.2%
Gain/(Loss) on Disposal of Assets	1,633	1,714	74	4.3%
<b>Total Revenue from Continuing Operations</b>	<b>122,231</b>	<b>120,491</b>	<b>41,235</b>	<b>34.2%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>9,023</b>	<b>3,703</b>	<b>2,827</b>	
<b>FUNDING STATEMENT</b>				
<b>SOURCE OF FUNDS</b>				
Surplus/(Deficit) from Operations - Accrual	9,023	3,703	2,827	76.3%
<b>Add Back Non-Funded Transactions included in Operations above</b>				
- Depreciation	21,280	21,280	7,755	36.4%
- Sales of Assets (Book Value)	-	-	209	0.0%
- Transfer from Internal Reserves	7,983	17,625	6,803	38.6%
- Transfer from External Reserves	33,475	48,721	7,612	15.6%
- Unrealised Gain/(Loss) on Market Value of Investments	-	-	121	0.0%
<b>Net Funds Available</b>	<b>71,761</b>	<b>91,328</b>	<b>25,327</b>	<b>27.7%</b>
<b>APPLICATION OF FUNDS</b>				
Assets Acquired	31,160	50,727	5,857	11.5%
Transfer to Internal Reserves	7,709	7,709	6,729	87.3%
Transfer to External Reserves	32,884	32,884	11,677	35.5%
<b>Total Funds Applied</b>	<b>71,753</b>	<b>91,321</b>	<b>24,262</b>	<b>26.6%</b>
<b>Total Funds Surplus/(Deficit)</b>	<b>8</b>	<b>8</b>	<b>1,065</b>	





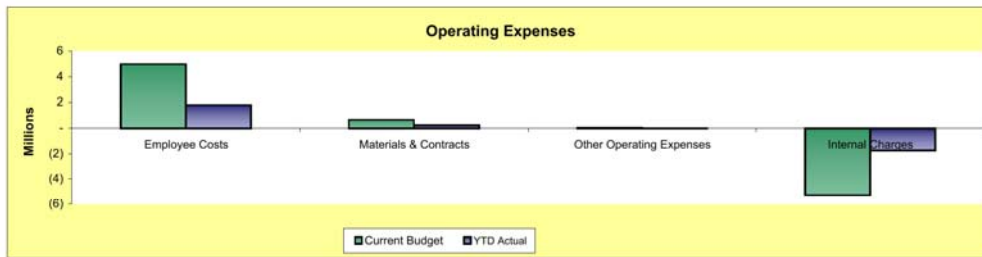


## OFFICE OF THE GENERAL MANAGER INCOME STATEMENT

for the financial year as at 31 October 2012

<b>% OF YEAR EXPIRED AT 31 Oct 2012</b>	<b>33%</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	4,999	4,999	1,821	36.4%
Materials & Contracts	556	676	246	36.4%
Other Operating Expenses	57	57	19	33.2%
Internal Charges	(5,252)	(5,252)	(1,745)	33.2%
<b>Total Expenses from Continuing Operations</b>	<b>360</b>	<b>480</b>	<b>342</b>	<b>71.1%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Operating Grants and Contributions	20	20	30	151.6%
<b>Total Revenue from Continuing Operations</b>	<b>20</b>	<b>20</b>	<b>31</b>	<b>152.6%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>				
	<b>(340)</b>	<b>(460)</b>	<b>(311)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>CAPITAL PURCHASES</b>				
<b>Total Purchases</b>	-	-	-	<b>0.0%</b>
<i>Detail as following:</i>				
Other Capital Projects	-	-	-	0.0%



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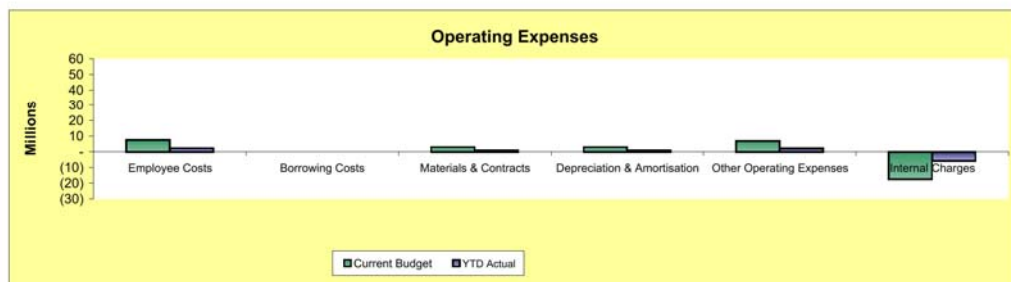


## GOVERNANCE AND FINANCIAL SERVICES INCOME STATEMENT

for the financial year as at 31 October 2012

<b>% OF YEAR EXPIRED AT 31 Oct 2012</b>	<b>33%</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	7,639	7,639	2,502	32.8%
Borrowing Costs	1	1	-	0.0%
Materials & Contracts	3,025	3,142	983	31.3%
Depreciation & Amortisation	3,123	3,123	1,115	35.7%
Other Operating Expenses	7,044	7,044	2,365	33.6%
Internal Charges	(17,483)	(17,483)	(5,825)	33.3%
<b>Total Expenses from Continuing Operations</b>	<b>3,349</b>	<b>3,466</b>	<b>1,141</b>	<b>32.9%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	62,846	62,846	21,000	33.4%
User Charges And Fees	999	999	354	35.4%
Interest	1,902	1,902	1,088	57.2%
Other Revenues	2,612	2,612	907	34.7%
Operating Grants and Contributions	3,169	1,348	296	22.0%
<b>Total Revenue from Continuing Operations</b>	<b>71,528</b>	<b>69,707</b>	<b>23,646</b>	<b>33.9%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>68,180</b>	<b>66,242</b>	<b>22,505</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>Total Purchases</b>	<b>1,245</b>	<b>2,501</b>	<b>397</b>	<b>15.9%</b>
<i>Detail as following:</i>				
IT Equipment	1,245	2,501	397	15.9%



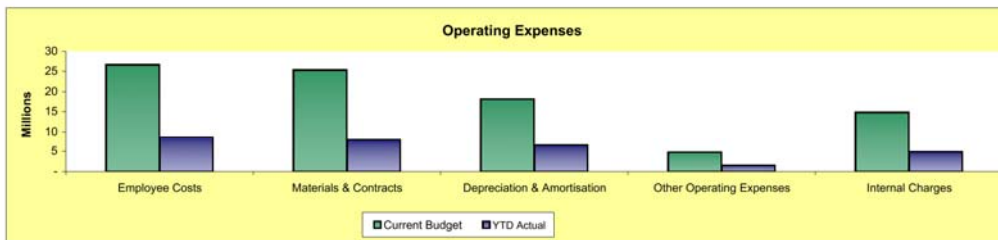


### CITY SERVICES INCOME STATEMENT

for the financial year as at 31 October 2012

<b>% OF YEAR EXPIRED AT 31 Oct 2012</b>	<b>33%</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	26,674	26,674	8,679	32.5%
Materials & Contracts	23,271	25,386	7,940	31.3%
Depreciation & Amortisation	18,157	18,157	6,640	36.6%
Other Operating Expenses	4,806	4,806	1,569	32.6%
Internal Charges	14,856	14,856	4,946	33.3%
<b>Total Expenses from Continuing Operations</b>	<b>87,763</b>	<b>89,878</b>	<b>29,773</b>	<b>33.1%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	26,992	26,992	9,086	33.7%
User Charges And Fees	7,620	7,620	3,064	40.2%
Interest	197	197	70	35.8%
Other Revenues	795	795	241	30.3%
Operating Grants and Contributions	2,286	2,286	382	16.7%
Capital Grants and Contributions	1,208	1,208	372	30.8%
(Gain)/Loss on Disposal of Assets	1,633	1,714	74	4.3%
<b>Total Revenue from Continuing Operations</b>	<b>40,730</b>	<b>40,811</b>	<b>13,289</b>	<b>32.6%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>(47,033)</b>	<b>(49,067)</b>	<b>(16,485)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>Total Purchases</b>	<b>29,915</b>	<b>48,226</b>	<b>5,455</b>	<b>11.3%</b>
<i>Detail as following:</i>				
Parks Construction	5,489	16,770	1,188	7.1%
Roads Construction	7,807	9,073	1,606	17.7%
Drainage Construction	1,194	1,477	151	10.3%
Building Construction	3,878	4,575	960	21.0%
Library Resources	378	378	95	25.1%
Des Renford Leisure Centre	5,558	8,243	703	8.5%
Contaminated Site Management	-	165	30	18.1%
Vehicular Access	500	500	187	37.4%
Plant and Equipment	5,111	7,045	535	7.6%



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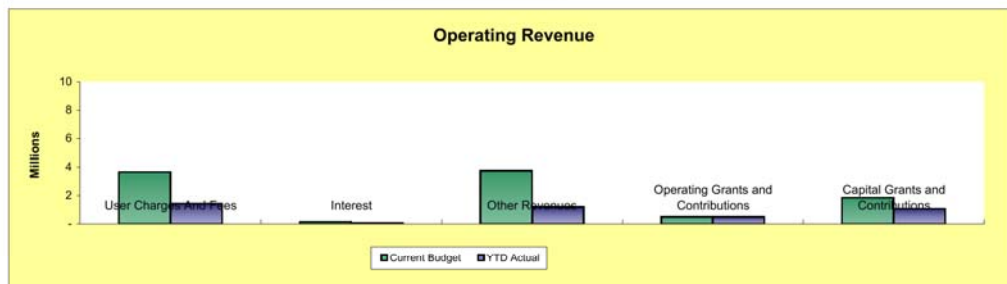
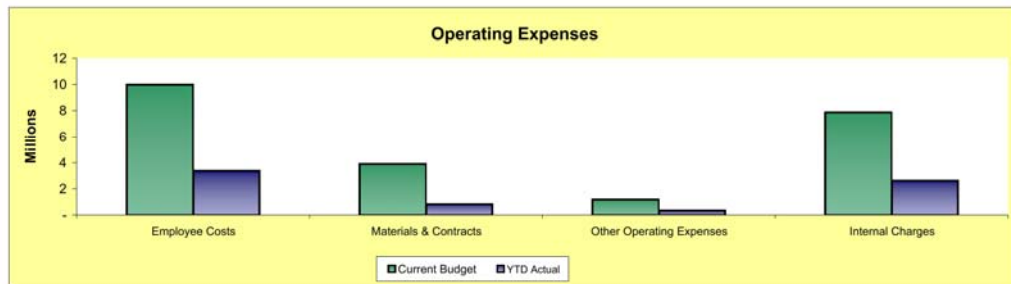


### CITY PLANNING INCOME STATEMENT

for the financial year as at 31 October 2012

<b>% OF YEAR EXPIRED AT 31 Oct 2012</b>	<b>33%</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	10,005	10,005	3,382	33.8%
Materials & Contracts	2,699	3,898	809	20.8%
Other Operating Expenses	1,153	1,181	344	29.1%
Internal Charges	7,879	7,879	2,616	33.2%
<b>Total Expenses from Continuing Operations</b>	<b>21,736</b>	<b>22,964</b>	<b>7,151</b>	<b>31.1%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
User Charges And Fees	3,678	3,678	1,447	39.3%
Interest	156	156	52	33.3%
Other Revenues	3,762	3,762	1,204	32.0%
Operating Grants and Contributions	506	506	495	97.8%
Capital Grants and Contributions	1,850	1,850	1,073	58.0%
<b>Total Revenue from Continuing Operations</b>	<b>9,953</b>	<b>9,953</b>	<b>4,270</b>	<b>42.9%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>(11,784)</b>	<b>(13,011)</b>	<b>(2,881)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>Total Purchases</b>	-	-	5	0.0%
<i>Detail as following:</i>				
Sustaining Our City Projects	-	-	5	0.0%





## BALANCE SHEET

at 31 October 2012

	Actual as at 30 June 2012	Actual as at 31 October 2012
<b>CURRENT ASSETS</b>		
Cash, Cash Equivalents & Investments	53,817	63,566
Receivables	6,733	3,310
Inventories	664	601
Other	224	2,885
<b>TOTAL CURRENT ASSETS</b>	<b>61,438</b>	<b>70,362</b>
<b>NON-CURRENT ASSETS</b>		
Infrastructure, Property, Plant & Equipment	1,257,944	1,255,650
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1,257,944</b>	<b>1,255,650</b>
<b>TOTAL ASSETS</b>	<b>1,319,382</b>	<b>1,326,012</b>
<b>CURRENT LIABILITIES</b>		
Payables	11,929	10,198
Provisions & Prepayments	14,905	20,439
<b>TOTAL CURRENT LIABILITIES</b>	<b>26,834</b>	<b>30,637</b>
<b>NON-CURRENT LIABILITIES</b>		
Payables	260	260
Provisions & Prepayments	234	234
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>494</b>	<b>494</b>
<b>TOTAL LIABILITIES</b>	<b>27,328</b>	<b>31,131</b>
<b>NET ASSETS</b>	<b>1,292,054</b>	<b>1,294,881</b>
<b>EQUITY</b>		
Retained Earnings	741,269	744,095
Revaluation Reserves	550,785	550,785
<b>TOTAL EQUITY</b>	<b>1,292,054</b>	<b>1,294,881</b>



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