

# **ADMINISTRATION AND FINANCE COMMITTEE MEETING**

## **BUSINESS PAPER**

**TUESDAY 14 MAY 2013**

Administrative Centre 30 Frances Street Randwick 2031

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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, 14 May 2013 at 6:00 p.m.

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.

### Apologies/Granting of Leave of Absences

### Confirmation of the Minutes

Administration and Finance Committee Meeting - 9 April 2013

### Declarations of Pecuniary and Non-Pecuniary Interests

### Address of Committee by Members of the Public

*Privacy warning:*

*In respect to Privacy & Personal Information Protection Act, members of the public are advised that the proceedings of this meeting will be recorded for the purposes of clause 66 of Council's Code of Meeting Practice.*

### Urgent Business

### Administration Report

A2/13 Contingency Fund - status as at 30 April 2013 ..... 1

### Finance Report

F8/13 Monthly Financial Report as at 31 March 2013 ..... 5

### Notice of Rescission Motions

Nil

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



## Administration Report No. A2/13



**Subject:** Contingency Fund - status as at 30 April 2013

**Folder No:** F2004/07396

**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 40 allocations totalling \$182,769.94 as listed in the table below.

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
Ord Council – 28 Aug 2012	Request for Support - 2012 Harmony Walk	\$10,617.00

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Meeting	Details	Net cost to Council
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
Ord Council – 11 Dec 2012	Financial assistance - Surfing NSW Pictorial Surfing History of Maroubra Beach	\$3,000.00
Ord Council – 11 Dec 2012	Financial assistance - St Brigid's School, Randwick – flag pole	\$1,400.00
Ord Council – 11 Dec 2012	Financial assistance - Randwick Public School – bike rack	\$3,500.00
Ord Council – 26 Feb 2013	Sponsorship – Rotary Police Awards	\$3,750.00
Ord Council – 26 Feb 2013	Financial assistance – World Kindness Australia	\$1,500.00
Ord Council – 26 Feb 2013	Cancer Council NSW Eastern Suburbs Relay For Life 2013	\$5,000.00
Ord Council – 26 Feb 2013	Men of League Foundation - Charity Fundraiser	\$800.00
Ord Council – 26 Feb 2013	Waiving of fees - Coastrek 2013	\$792.00
Ord Council – 26 March 2013	Waiving of fees – St Margaret Mary's Primary School	\$167.00
Ord Council – 26 March 2013	Waiving of fees – Open High School	\$1,956.00
Ord Council – 26 March 2013	Waiving of fees - Australian Beach Handball Federation	\$4,627.80
Ord Council – 26 March 2013	Waiving of fees – use of Town Hall by Indonesian Community Association of NSW	\$1,720.00
Ord Council – 26 March 2013	Waiving of fees – Maroubra Surfers' Association	\$3,766.40
Ord Council – 26 March 2013	Malabar/Chifley storm – community event to thank volunteers	\$5,000.00
Ord Council – 23 April 2013	Financial assistance - Randwick Boys and Girls High School combined show	\$4,000.00
Ord Council – 23 April 2013	2013 Aurora Annual Dinner	\$2,250.00
<b>TOTAL:</b>		<b>\$182,769.94</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 March quarterly budget review.

**Recommendation**

That the report be received and noted.

**Attachment/s:**

Nil

**A2/13**





## Finance Report No. F8/13



**Subject:** Monthly Financial Report as at 31 March 2013

**Folder No:** F2011/00530

**Author:** Mitchel Woods, Manager Corporate and Financial Planning

on 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 March 2013. 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 March 2013.

### 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 March be noted.

### Attachment/s:

1. Monthly Financial Statements - March 2013 Income Statements
2. Monthly Financial Statements - March 2013 Balance Sheet

F8/13



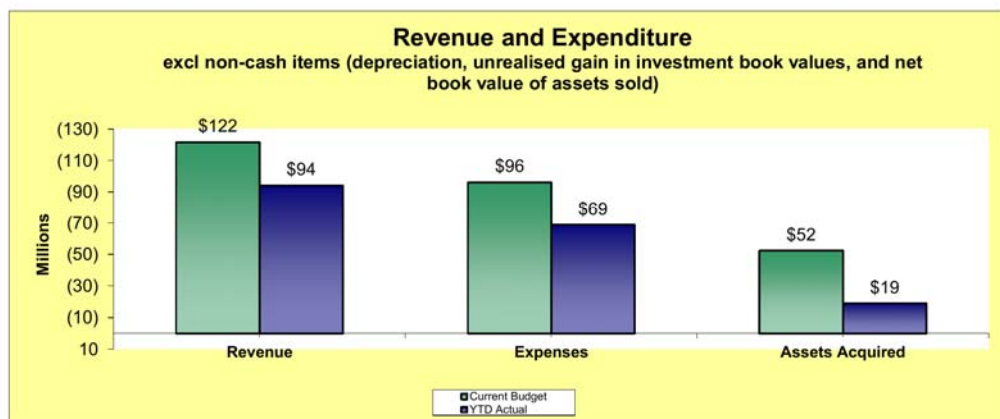
## INCOME STATEMENT

for the financial year as at 31 March 2013

<b>% OF YEAR EXPIRED AT 31 Mar 2013</b>	<b>75%</b>
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F8/13

	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	49,317	49,207	37,144	75.5%
Borrowing Costs	1	1	-	0.0%
Materials & Contracts	29,551	33,592	21,765	64.8%
Depreciation & Amortisation	21,280	21,280	17,124	80.5%
Other Operating Expenses	13,060	13,380	9,889	73.9%
Internal Charges			(11)	0.0%
<b>Total Expenses from Continuing Operations</b>	<b>113,208</b>	<b>117,461</b>	<b>85,911</b>	<b>73.1%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	89,838	90,094	67,732	75.2%
User Charges And Fees	12,297	12,682	10,902	86.0%
Interest	2,255	2,655	2,634	99.2%
Other Revenues	7,170	7,601	5,723	75.3%
Operating Grants and Contributions	5,981	4,667	3,756	80.5%
Capital Grants and Contributions	3,058	4,058	3,657	90.1%
Gain/(Loss) on Disposal of Assets	1,633	1,714	1	0.1%
<b>Total Revenue from Continuing Operations</b>	<b>122,231</b>	<b>123,471</b>	<b>94,406</b>	<b>76.5%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>9,023</b>	<b>6,010</b>	<b>8,495</b>	
<b>FUNDING STATEMENT</b>				
<b>SOURCE OF FUNDS</b>				
Surplus/(Deficit) from Operations - Accrual	9,023	6,010	8,495	141.4%
<b>Add Back Non-Funded Transactions included in Operations above</b>				
- Depreciation	21,280	21,280	17,124	80.5%
- Sales of Assets (Book Value)	-	-	528	0.0%
- Transfer from Internal Reserves	7,983	18,292	11,563	63.2%
- Transfer from External Reserves	33,475	48,956	23,021	47.0%
- Unrealised Gain/(Loss) on Market Value of Investments	-	-	202	
<b>Net Funds Available</b>	<b>71,761</b>	<b>94,537</b>	<b>60,933</b>	<b>64.5%</b>
<b>APPLICATION OF FUNDS</b>				
Assets Acquired	31,160	52,308	18,726	35.8%
Transfer to Internal Reserves	7,709	8,079	8,829	109.3%
Transfer to External Reserves	32,884	34,140	27,276	79.9%
<b>Total Funds Applied</b>	<b>71,753</b>	<b>94,527</b>	<b>54,831</b>	<b>58.0%</b>
<b>Total Funds Surplus/(Deficit)</b>	<b>8</b>	<b>10</b>	<b>6,102</b>	



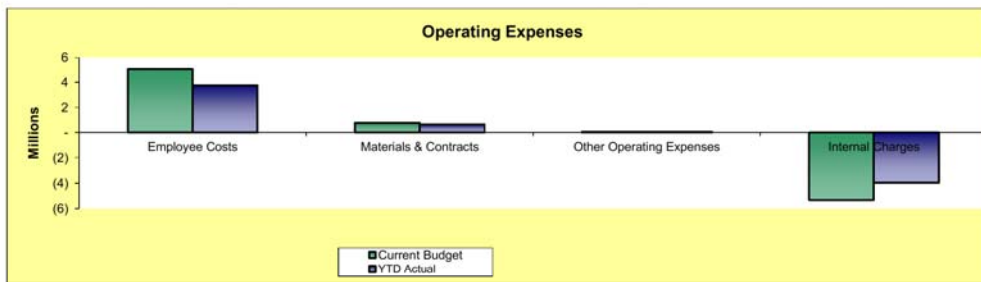


## OFFICE OF THE GENERAL MANAGER INCOME STATEMENT

for the financial year as at 31 March 2013

<b>% OF YEAR EXPIRED AT 31 Mar 2013</b>	<b>75%</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	5,030	3,758	74.7%
Materials & Contracts	556	768	651	84.8%
Other Operating Expenses	57	57	54	93.7%
Internal Charges	(5,252)	(5,331)	(3,930)	73.7%
<b>Total Expenses from Continuing Operations</b>	<b>360</b>	<b>524</b>	<b>532</b>	<b>101.6%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Other Revenues	-	1	2	156.8%
Operating Grants and Contributions	20	42	76	178.4%
<b>Total Revenue from Continuing Operations</b>	<b>20</b>	<b>44</b>	<b>77</b>	<b>177.8%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>(340)</b>	<b>(480)</b>	<b>(455)</b>	



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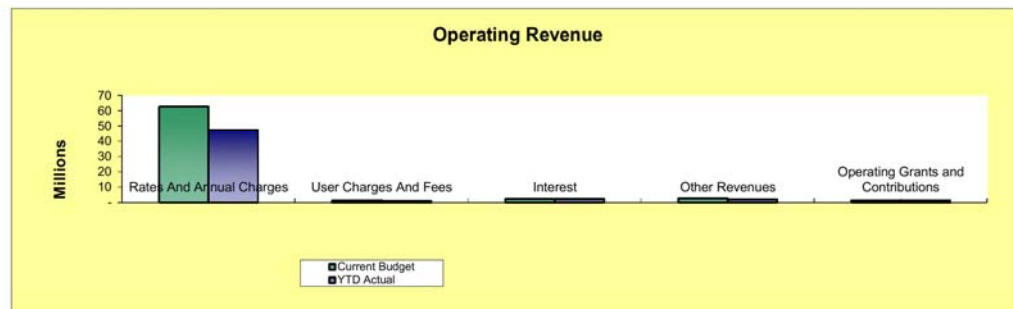
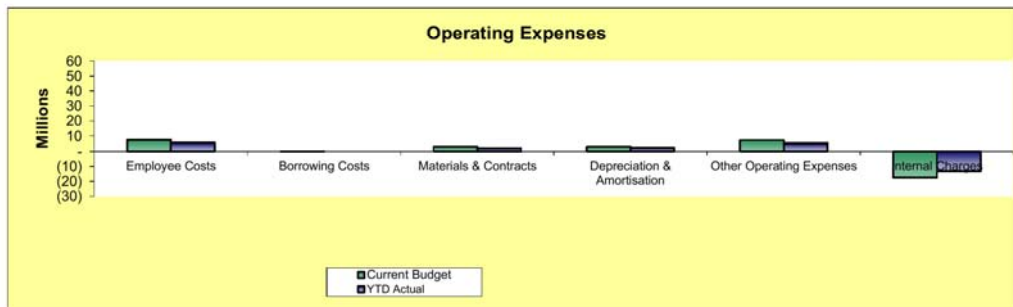


## GOVERNANCE AND FINANCIAL SERVICES INCOME STATEMENT

for the financial year as at 31 March 2013

<b>% OF YEAR EXPIRED AT 31 Mar 2013</b>	<b>75%</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	7,559	5,700	75.4%
Borrowing Costs	1	1	-	0.0%
Materials & Contracts	3,025	3,260	2,039	62.5%
Depreciation & Amortisation	3,123	3,123	2,409	77.1%
Other Operating Expenses	7,044	7,285	5,474	75.1%
Internal Charges	(17,483)	(17,404)	(13,110)	75.3%
<b>Total Expenses from Continuing Operations</b>	<b>3,349</b>	<b>3,825</b>	<b>2,513</b>	<b>65.7%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	62,846	62,846	47,267	75.2%
User Charges And Fees	999	1,272	999	78.6%
Interest	1,902	2,302	2,356	102.4%
Other Revenues	2,612	2,612	2,019	77.3%
Operating Grants and Contributions	3,169	1,423	1,240	87.2%
<b>Total Revenue from Continuing Operations</b>	<b>71,528</b>	<b>70,455</b>	<b>53,882</b>	<b>76.5%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>68,180</b>	<b>66,630</b>	<b>51,369</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>CAPITAL PURCHASES</b>				
<b>Total Purchases</b>	<b>1,245</b>	<b>2,554</b>	<b>708</b>	<b>27.7%</b>
<i>Detail as following:</i>				
IT Equipment	1,245	2,554	708	27.7%



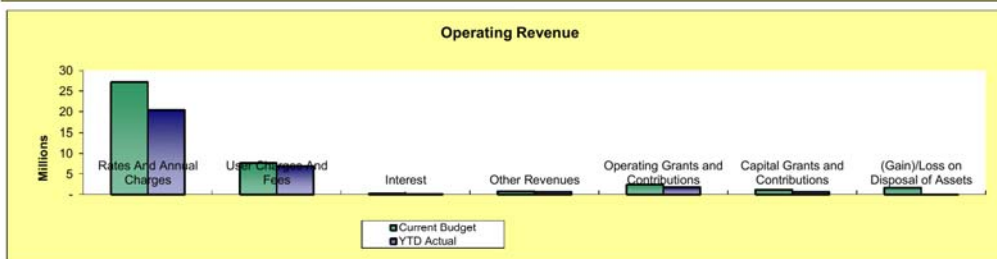
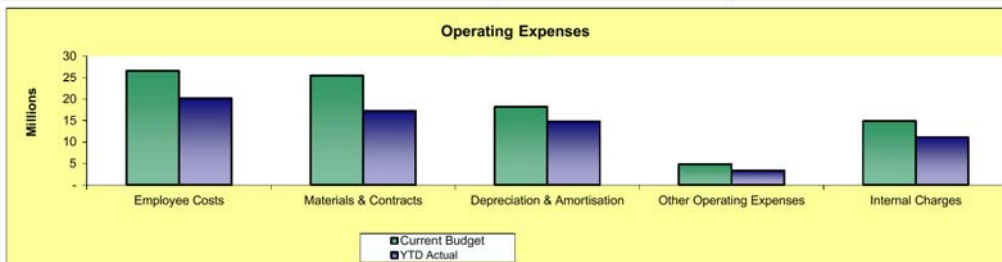


## CITY SERVICES INCOME STATEMENT

for the financial year as at 31 March 2013

<b>% OF YEAR EXPIRED AT 31 Mar 2013</b>	<b>75%</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	26,684	20,135	75.5%
Materials & Contracts	23,271	25,505	17,235	67.6%
Depreciation & Amortisation	18,157	18,157	14,714	81.0%
Other Operating Expenses	4,806	4,834	3,330	68.9%
Internal Charges	14,856	14,856	11,141	75.0%
<b>Total Expenses from Continuing Operations</b>	<b>87,763</b>	<b>90,036</b>	<b>66,555</b>	<b>73.9%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	26,992	27,248	20,465	75.1%
User Charges And Fees	7,620	7,680	6,967	90.7%
Interest	197	197	161	81.7%
Other Revenues	795	795	678	85.3%
Operating Grants and Contributions	2,286	2,439	1,747	71.6%
Capital Grants and Contributions	1,208	1,208	673	55.7%
(Gain)/Loss on Disposal of Assets	1,633	1,714	1	0.1%
<b>Total Revenue from Continuing Operations</b>	<b>40,730</b>	<b>41,281</b>	<b>30,691</b>	<b>74.3%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>(47,033)</b>	<b>(48,755)</b>	<b>(35,864)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>CAPITAL PURCHASES</b>				
<b>Total Purchases</b>	<b>29,915</b>	<b>49,754</b>	<b>18,012</b>	<b>36.2%</b>
<i>Detail as following:</i>				
Parks Construction	5,489	17,051	4,600	27.0%
Roads Construction	7,807	9,073	4,997	55.1%
Drainage Construction	1,194	1,477	238	16.1%
Building Construction	3,878	5,663	2,477	43.7%
Library Resources	378	387	218	56.3%
Des Renford Leisure Centre	5,558	8,393	3,230	38.5%
Contaminated Site Management	-	165	101	61.0%
Vehicular Access	500	500	377	75.5%
Plant and Equipment	5,111	6,662	1,774	26.6%



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F8/13

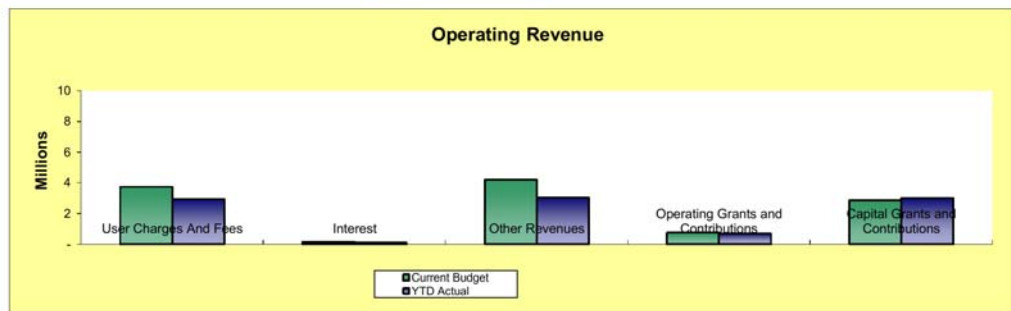
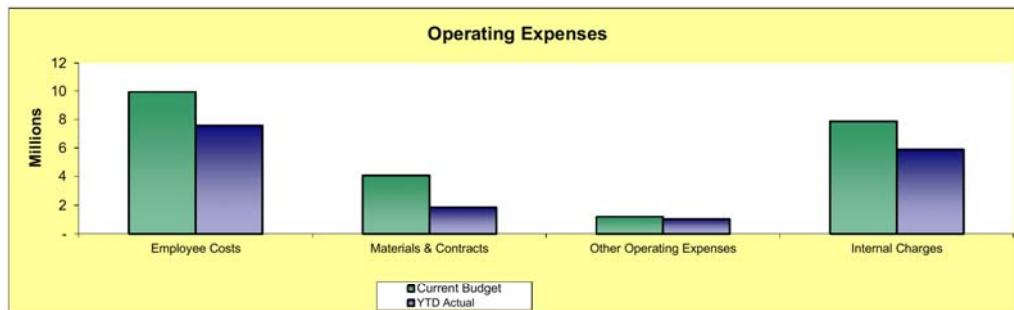


## CITY PLANNING INCOME STATEMENT

for the financial year as at 31 March 2013

<b>% OF YEAR EXPIRED AT 31 Mar 2013</b>	<b>75%</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	9,934	7,550	76.00%
Materials & Contracts	2,699	4,060	1,840	45.33%
Other Operating Expenses	1,153	1,203	1,032	85.76%
Internal Charges	7,879	7,879	5,888	74.73%
<b>Total Expenses from Continuing Operations</b>	<b>21,736</b>	<b>23,076</b>	<b>16,310</b>	<b>70.68%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
User Charges And Fees	3,678	3,730	2,936	78.71%
Interest	156	156	117	75.00%
Other Revenues	3,762	4,192	3,025	72.16%
Operating Grants and Contributions	506	762	692	90.81%
Capital Grants and Contributions	1,850	2,850	2,985	104.73%
<b>Total Revenue from Continuing Operations</b>	<b>9,953</b>	<b>11,691</b>	<b>9,755</b>	<b>83.44%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>(11,784)</b>	<b>(11,385)</b>	<b>(6,554)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>CAPITAL PURCHASES</b>				
<b>Total Purchases</b>	-	-	<b>6</b>	<b>0.00%</b>
<i>Detail as following:</i>				
Sustaining Our City Projects	-	-	6	0.00%





## BALANCE SHEET

### at 31 March 2013

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	Actual as at 30 June 2012 (\$'000s)	Actual as at 31 March 2013 (\$'000s)
<b>CURRENT ASSETS</b>		
Cash, Cash Equivalents & Investments	53,817	61,972
Receivables	6,733	3,598
Inventories	664	571
Other	224	1,645
<b>TOTAL CURRENT ASSETS</b>	<b>61,438</b>	<b>67,786</b>
<b>NON-CURRENT ASSETS</b>		
Infrastructure, Property, Plant & Equipment	1,257,944	1,258,804
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1,257,944</b>	<b>1,258,804</b>
<b>TOTAL ASSETS</b>	<b>1,319,382</b>	<b>1,326,590</b>
<b>CURRENT LIABILITIES</b>		
Payables	11,929	9,424
Provisions & Prepayments	14,905	16,123
<b>TOTAL CURRENT LIABILITIES</b>	<b>26,834</b>	<b>25,546</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>26,040</b>
<b>NET ASSETS</b>	<b>1,292,054</b>	<b>1,300,549</b>
<b>EQUITY</b>		
Retained Earnings	741,269	749,764
Revaluation Reserves	550,785	550,785
<b>TOTAL EQUITY</b>	<b>1,292,054</b>	<b>1,300,549</b>

