



**Randwick City
Council**
a sense of community

**ADMINISTRATION AND FINANCE
COMMITTEE MEETING**

BUSINESS PAPER

TUESDAY 9 SEPTEMBER 2014

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, First Floor, 90 Avoca Street, Randwick on Tuesday, 9 September 2014 at 6:00pm.

Committee Members: The Mayor (S Nash), Andrews, Belleli, Bowen, D'Souza, Garcia (Deputy Chairperson), Matson, Moore, Neilson, Roberts (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 - 12 August 2014

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 Reports

A13/14	Contingency Fund - status as at 31 August 2014	1
A14/14	Invitation to the 2014 International Sister City Mayor's Conference in Hangzhou	3

Finance Reports

F8/14	Monthly Financial Report as at 31 July 2014	7
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Notice of Rescission Motions

Nil

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Sima Truvert
ACTING GENERAL MANAGER

Administration Report No. A13/14



Subject: Contingency Fund - status as at 31 August 2014

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 2014-15 financial year.

Issues

In the 2014-15 financial year there have been 18 allocations totalling \$103,674.88 as listed in the table below.

Meeting	Details	Approved allocation
Annual contributions (ongoing)		
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
Planning Comm – 13 Mar 2012	<u>Annual contribution</u> – Australia Day Botany Bay Regatta	\$750.00
Ord Council – 25 June 2013	<u>Annual contribution</u> Sponsorship of the Westpac Rescue Helicopter Lifesaver Service – 3 year agreement commencing 2013-14	\$15,000.00
Ord Council 17 Sept 2013	<u>Annual Contribution</u> (5 years from 2016-2020) Waiving of Fees – Rainbow Club Australia Inc – Murray Rose's Malabar Magic Ocean Swim (\$14,500 per annum from 2016)	-
2014-15 Contingency Fund allocations		
Ord Council – 29 Apr 2014	2014 NSW Police Force International Student Beach Soccer and Volleyball Day at Coogee Beach	\$4,176.34
Ord Council – 29 Apr 2014	Waiving of Fees - Open High School banners	\$2,006.00
Ord Council – 27 May 2014	Financial assistance - Randwick Girls and Boys High Schools combined production	\$4,000.00
Ord Council – 27 May 2014	Waiving of fees for fundraising event in Coogee	\$1,225.00
Ord Council – 24 June 2014	Waiving of fees – Bendigo Bank	\$158.18
Ord Council – 24 June 2014	Sponsorship - UNSW joint Alzheimer's and Parkinson's Disease Symposium/Cell Architecture in Development and Disease Symposium	\$1,000.00

A13/14

Meeting	Details	Approved allocation
Ord Council – 24 June 2014	Waiving of Fees - St George Coptic Church Fete	\$885.00
Ord Council – 24 June 2014	Financial assistance – Walking Volunteers walk	\$800.00
Ord Council – 24 June 2014	Financial assistance - Bondi Outreach Program (BOP)	\$14,000.00
Ord Council – 24 June 2014	Waiving of fees – Salvation Army Community Lunch	\$1,862.50
Ord Council – 22 July 2014	Waiving of fees – Rainbow Club Australia – use of Town Hall	\$1,500.00
Ord Council - 22 July 2014	Clovelly Better Block Project 2014	\$34,800.00
Ord Council – 26 Aug 2014	Financial assistance - Randwick Petersham Cricket Club - Hosting of Cricket Ireland	\$8,691.86
Total - 2014-15 Contingency Fund allocations		\$103,674.88

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 \$75,000.00 in the 2014-15 Budget for contingencies. Any expenditure that exceeds the budget allocation will be funded through savings at the September quarterly budget review.

Recommendation

That the status of the contingency fund allocations for 2014-15 be noted.

Attachment/s:

Nil

Administration Report No. A14/14



Subject: Invitation to the 2014 International Sister City Mayor's Conference in Hangzhou

Folder No: F2005/00294

Author: David Kelly, Manager Administrative Services

Introduction

The purpose of this report is to advise the Councillors of an invitation received by Council to attend the 2014 Hangzhou International Sister City Mayor's Conference being held from 15 to 18 October 2014.

Issues

The City of Hangzhou, China and Randwick City formed a "Sister City" relationship a number of years ago with the aim of exchanging information on governance and environmental sustainability issues. The process was initiated in 2006 when the Mayor, Cr Paul Tracey visited Hangzhou and presented to the International Conference on liveable communities. In 2008 the Mayor, Cr Bruce Notley-Smith visited Hangzhou and commenced the formal "Sister City" Agreement. This agreement was officially signed by the Mayor, Cr Murray Matson and the Mayor of Hangzhou at the official Sister City Mayor's Conference in Hangzhou in October 2010.

In the past few years a number of official delegations from Hangzhou have visited Randwick and, in 2009, Randwick Council also provided four weeks working experience for an officer from the City of Hangzhou, in governance and sustainability issues in Randwick.

An invitation has just been received from the Mayor of Hangzhou, Cr Zhang Hongming to attend the 2014 Hangzhou International Sister City Mayor's Conference being held from 15 to 18 October 2014. The theme of this year's conference is tackling the problems of transport and traffic and will include a Forum on City & Transport and address a range of transport alternatives in the City of Hangzhou.

Relationship to the City Plan

The relationship to the city Plan is as follows:

- Outcome 1: Leadership in sustainability.
- Direction 1b: Council is a leader in the delivery of social, financial and operation activities.
- Direction 10a: Council is a leader in fostering environmentally sustainable practices.

Financial impact statement

The City of Hangzhou will cover the costs for ground transport and accommodation for the three representatives from Randwick for the four day conference. Council will need to cover the cost of the flights to Hangzhou, which is approximately \$1,400.00 per person, with the costs being paid for out of the relevant conference budgets for staff and councillors.

A14/14

Conclusion

This conference is an ideal opportunity to look at how other cities are tackling the issues of transport and traffic, given the problems Randwick Council is about to face with the impending commencement of the Light Rail project.

Recommendation

That:

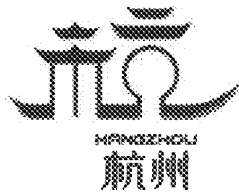
- a) the invitation from the City of Hangzhou for the Mayor and two relevant Council officers to attend the International Sister City Mayor's Conference from 15 to 18 October 2014 be accepted; and
- b) Council agrees to pay the associated travel costs from the relevant conference budgets for staff and councillors.

Attachment/s:

1. Invitation from the Mayor of Hangzhou

A14/14

Translation



杭州市人民政府

MUNICIPAL GOVERNMENT OF HANGZHOU
 318 HUANCHENG N. ROAD, HANGZHOU 310026, CHINA
 TEL: +86-571-85252813; FAX: +86-571-85252842

Invitation to 2014 Hangzhou Int'l Sister City Mayors' Conference

Mr. Scott Nash
 Mayor of Randwick, Australia

Dear Mr. Mayor Scott Nash,

With rapid growth of economy and population, we all meet with similar problems in the progress of urbanization, as transport traffic in particular is one of the ailments hard to tackle. On base of the previous success, Hangzhou Municipal Government will host the 5th Int'l Sister City Mayors' Conference with the theme of "City and Transport" from October 15th to 18th, 2014. Expected at the conference are participants, including mayors and vice mayors from Hangzhou's international and domestic sister cities as well as experts and scholars in the fields of transport, to shed their light on how to manage city's traffic problems and provide a platform for sharing and learning from each other.

The conference will encompass a variety of well-designed programs with highlights such as Forum on City and Transport, Friendship City Agreement Signing Ceremony, Sister City Tree Planting Ceremony, and Experience Transport Alternatives in Hangzhou. The City of Hangzhou will cover the cost of ground transport and accommodations for you and other 2 representatives for the 4 days' participation at the conference.

Hereby I cordially invite you to attend the conference and look forward to sharing your ideas and insights by the lovely West Lake on building better cities together.

Yours faithfully,
 Zhang Hongming
 Mayor of Hangzhou

Randwick City Council

23 JUN 2014

Records Received

A14/14



杭州市人民政府

MUNICIPAL GOVERNMENT OF HANGZHOU
318 HUANCHENG N.ROAD, HANGZHOU 310026, CHINA
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澳大利亚 兰德维克

司各特·纳什市长

尊敬的司各特·纳什市长阁下：

随着经济的高速发展和人口的快速增加，世界城市的发展面临着一些相似的问题，交通拥堵就是城市化进程中的顽疾之一。2014年10月15日至18日，我市将举办以“城市与交通”为主题的第五届“杭州国际友城市长论坛”，将邀请国内外友城代表及专家、学者一起分享全球经验，展示成功范本，促进互利合作，破解交通难题。

会议将包括“城市与交通”专题研讨会、“友城集体签字仪式”、“友谊林植树活动”、“杭州交通体验”等内容。我市将承担您及2名随行人员在杭州参会期间的三晚四天的食宿及交通费用。

在此，我诚挚地邀请您参加此次市长论坛。期待与您在美丽的西子湖畔共赏美景，共商城市发展大计。

杭州市市长

二〇一四年三月三十一日

A14/14

Finance Report No. F8/14



Subject: Monthly Financial Report as at 31 July 2014

Folder No: F2014/00522

Author: Oliver Guo, 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 31 July 2014. 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 July 2014.

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 Manager Corporate and Financial Planning, as the Responsible Accounting Officer, advises that the projected financial position is satisfactory. The Current Ratio as at 31 July 2014 is 3.36 compared to 2.20 as at 30 June 2014. The Current Ratio is a financial indicator specific to local government and represents its ability to meet its debts and obligations as the fall due.

Recommendation

That the Administration and Finance Committee acknowledges that the Responsible Accounting Officer has advised that the projected financial position of Council is satisfactory.

Attachment/s:

1. Monthly Financial Statements - Income Statements July 2014
2. Monthly Financial Statements - Balance Sheet July 2014

F8/14

F8/14

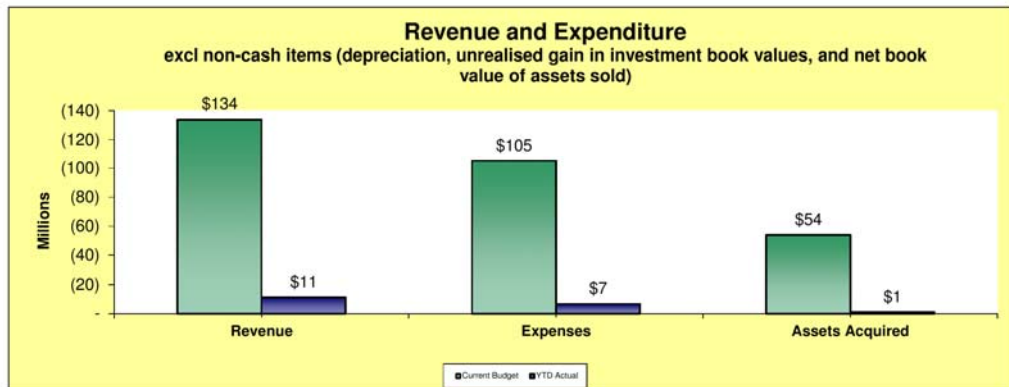


INCOME STATEMENT

for the financial year as at 31 July 2014

% OF YEAR EXPIRED AT 31 Jul 2014	8.33%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/ Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	55,787	55,787	5,244	9.4%
Materials & Contracts	32,860	35,506	636	1.8%
Depreciation & Amortisation	22,624	22,624	1,885	8.3%
Other Operating Expenses	13,888	13,936	947	6.8%
Total Expenses from Continuing Operations	125,160	127,853	8,712	6.8%
REVENUE FROM CONTINUING OPERATIONS				
Rates And Annual Charges	98,063	98,063	8,260	8.4%
User Charges And Fees	15,292	15,292	1,429	9.3%
Interest	2,583	2,583	188	7.3%
Other Revenues	8,033	8,033	687	8.6%
Operating Grants and Contributions	6,600	6,600	421	6.4%
Capital Grants and Contributions	3,322	3,322	385	11.6%
Gain/(Loss) on Disposal of Assets	1,199	1,199	-	0.0%
Total Revenue from Continuing Operations	135,091	135,091	11,369	8.4%
Net Operating Result - Surplus/ (Deficit)	9,931	7,238	2,657	
FUNDING STATEMENT				
SOURCE OF FUNDS				
Surplus/(Deficit) from Operations - Accrual	9,931	7,238	2,657	36.7%
Add Back Non-Funded Transactions included in Operations above				
- Depreciation	22,624	22,624	1,885	8.3%
- Transfer from Internal Reserves	8,007	18,624	214	1.1%
- Transfer from External Reserves	9,158	22,457	498	2.2%
Net Funds Available	49,720	70,943	5,254	7.4%
APPLICATION OF FUNDS				
Assets Acquired	32,884	54,106	1,141	2.1%
Transfer to Internal Reserves	8,065	8,065	651	8.1%
Transfer to External Reserves	8,753	8,753	694	7.9%
Total Funds Applied	49,701	70,923	2,487	3.5%
Total Funds Surplus/ (Deficit)	19	19	2,767	

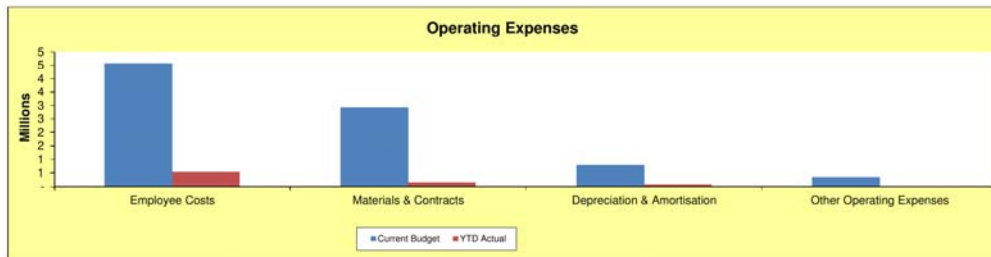




**OFFICE OF THE GENERAL MANAGER
INCOME STATEMENT**
for the financial year as at 31 July 2014

% OF YEAR EXPIRED AT 31 Jul 2014	8.33%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/ Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	4,573	4,573	523	11.4%
Materials & Contracts	2,804	2,914	150	5.1%
Depreciation & Amortisation	777	777	65	8.3%
Other Operating Expenses	354	354	15	4.2%
Total Expenses from Continuing Operations	8,508	8,618	753	8.7%
Net Operating Result - Surplus/ (Deficit)				
	(8,508)	(8,618)	(753)	
CAPITAL PURCHASES (NOT INCLUDED ABOVE)				
Total Purchases	2,287	3,114	148	4.7%
<i>Detail as following:</i>				
IT Infrastructure	2,287	3,114	148	4.7%



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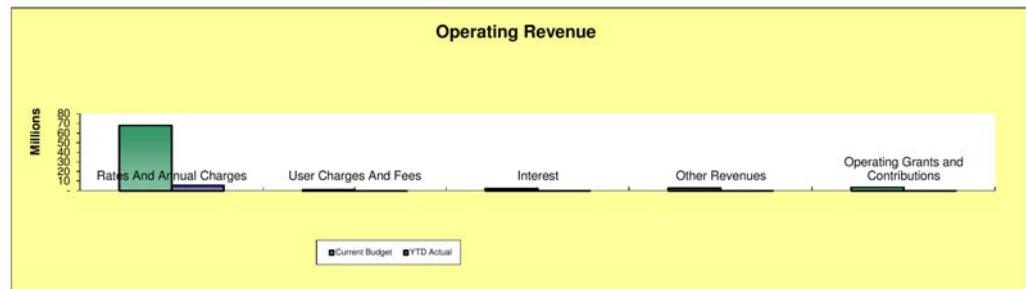


GOVERNANCE AND FINANCIAL SERVICES INCOME STATEMENT

for the financial year as at 31 July 2014

% OF YEAR EXPIRED AT 31 Jul 2014	8.33%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/ Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	9,094	9,094	960	10.6%
Materials & Contracts	1,194	1,194	34	2.8%
Depreciation & Amortisation	2,051	2,051	171	8.3%
Other Operating Expenses	6,963	6,963	561	8.1%
Total Expenses from Continuing Operations	19,301	19,301	1,726	8.9%
REVENUE FROM CONTINUING OPERATIONS				
Rates And Annual Charges	68,093	68,093	5,738	8.4%
User Charges And Fees	955	955	103	10.7%
Interest	2,202	2,202	156	7.1%
Other Revenues	2,837	2,837	271	9.5%
Operating Grants and Contributions	3,573	3,573	304	8.5%
Total Revenue from Continuing Operations	77,660	77,660	6,572	8.5%
Net Operating Result - Surplus/ (Deficit)	58,358	58,358	4,846	



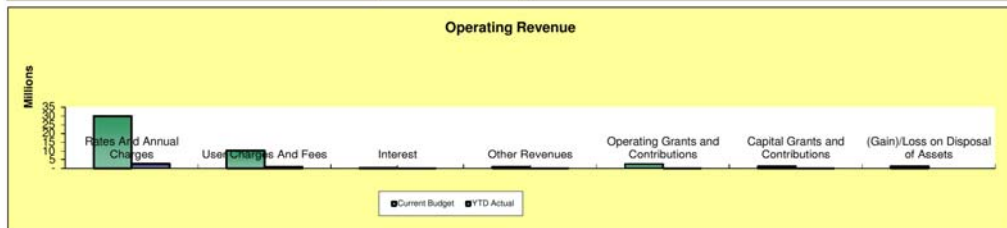
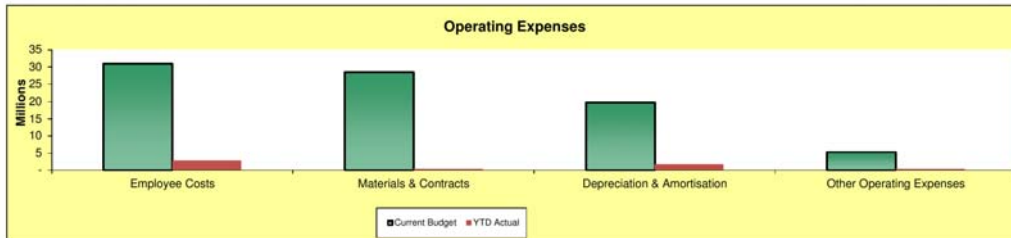


CITY SERVICES INCOME STATEMENT

for the financial year as at 31 July 2014

% OF YEAR EXPIRED AT 31 Jul 2014	8.33%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/ Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	30,953	30,953	2,758	8.9%
Materials & Contracts	26,329	28,436	387	1.4%
Depreciation & Amortisation	19,796	19,796	1,650	8.3%
Other Operating Expenses	5,286	5,286	292	5.5%
Total Expenses from Continuing Operations	82,364	84,471	5,086	6.0%
REVENUE FROM CONTINUING OPERATIONS				
Rates And Annual Charges	29,970	29,970	2,522	8.4%
User Charges And Fees	10,501	10,501	921	8.8%
Interest	211	211	17	8.1%
Other Revenues	840	840	52	6.2%
Operating Grants and Contributions	2,394	2,394	11	0.4%
Capital Grants and Contributions	1,222	1,222	124	10.2%
(Gain)/Loss on Disposal of Assets	1,199	1,199	-	0.0%
Total Revenue from Continuing Operations	46,336	46,336	3,647	7.9%
Net Operating Result - Surplus/ (Deficit)	(36,028)	(38,135)	(1,439)	
CAPITAL PURCHASES (NOT INCLUDED ABOVE)				
Total Purchases	30,208	50,230	994	2.0%
<i>Detail as following:</i>				
Parks Construction	5,900	11,625	423	3.6%
Roads Construction	10,223	13,747	7	0.0%
Drainage Construction	1,194	2,458	-	0.0%
Building Construction	8,484	17,993	449	2.5%
Library Resources	395	395	4	1.0%
Vehicular Access	500	500	41	8.2%
Plant and Equipment	3,512	3,512	71	2.0%



F8/14

F8/14

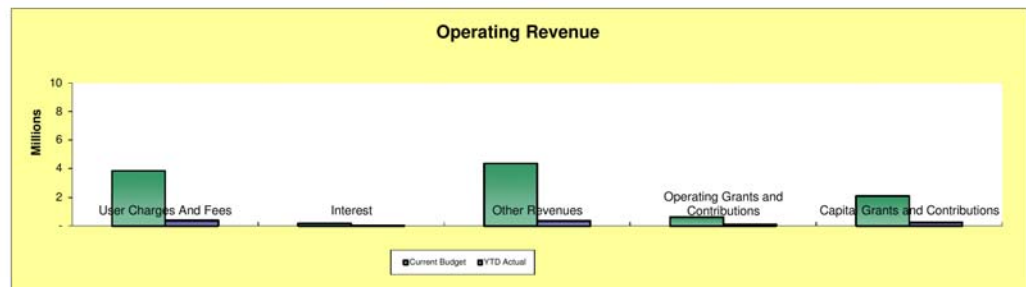
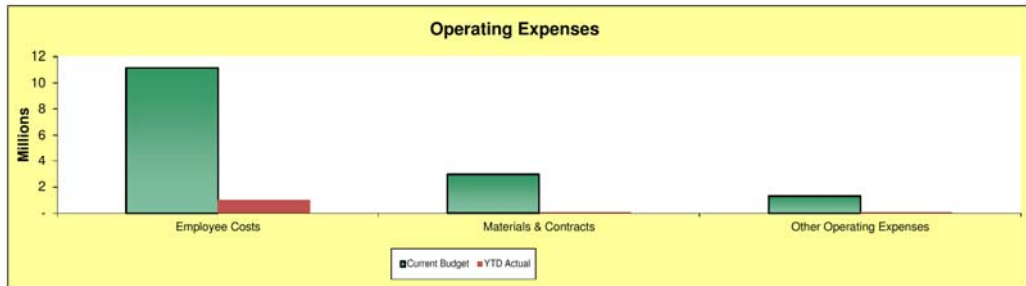


CITY PLANNING INCOME STATEMENT

for the financial year as at 31 July 2014

% OF YEAR EXPIRED AT 31 Jul 2014	8.33%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% of Budget Spent/ Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	11,168	11,168	1,003	9.0%
Materials & Contracts	2,533	2,962	65	2.2%
Other Operating Expenses	1,286	1,333	79	5.9%
Total Expenses from Continuing Operations	14,987	15,463	1,147	7.4%
REVENUE FROM CONTINUING OPERATIONS				
User Charges And Fees	3,836	3,836	405	10.6%
Interest	170	170	14	8.3%
Other Revenues	4,356	4,356	364	8.4%
Operating Grants and Contributions	633	633	106	16.8%
Capital Grants and Contributions	2,100	2,100	261	12.4%
Total Revenue from Continuing Operations	11,096	11,096	1,150	10.4%
Net Operating Result - Surplus/ (Deficit)	(3,891)	(4,367)	3	
CAPITAL PURCHASES (NOT INCLUDED ABOVE)				
CAPITAL PURCHASES				
Total Purchases	389	762	-	0.00%
<i>Detail as following:</i>				
Sustaining Our City Capital Projects	389	762	-	0.00%





BALANCE SHEET

at 31 July 2014

	Actual as at 30 June 2014 (\$'000s)	Actual as at 31 July 2014 (\$'000s)
CURRENT ASSETS		
Cash, Cash Equivalents & Investments	57,874	50,700
Receivables	6,391	4,955
Inventories	573	524
Other	904	904
TOTAL CURRENT ASSETS	65,742	57,083
NON-CURRENT ASSETS		
Infrastructure, Property, Plant & Equipment	1,393,205	1,392,461
TOTAL NON-CURRENT ASSETS	1,393,205	1,392,461
TOTAL ASSETS	1,458,947	1,449,544
CURRENT LIABILITIES		
Payables	14,481	8,663
Provisions & Prepayments	15,262	9,021
TOTAL CURRENT LIABILITIES	29,743	17,684
NON-CURRENT LIABILITIES		
Payables	260	260
Provisions & Prepayments	209	209
TOTAL NON-CURRENT LIABILITIES	469	469
TOTAL LIABILITIES	30,212	18,152
NET ASSETS	1,428,735	1,431,392
EQUITY		
Retained Earnings	762,712	765,369
Revaluation Reserves	666,023	666,023
TOTAL EQUITY	1,428,735	1,431,392

F8/14