



**Randwick City  
Council**  
a sense of community

**ADMINISTRATION AND FINANCE  
COMMITTEE MEETING**

**BUSINESS PAPER**

**TUESDAY 14 APRIL 2015**

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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, 14 April 2015 at 6:00pm

Committee Members: The Mayor (Seng), Andrews, Belleli, Bowen, D'Souza, Garcia (Deputy Chairperson), Matson, Moore, Nash, Neilson, Roberts, Shurey, Smith, Stavrinou (Chairperson) 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 - 10 March 2015

### 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 69 of Council's Code of Meeting Practice.*

### Urgent Business

### Administration Reports

A3/15 Contingency Fund - status as at 31 March 2015..... 1

### Finance Reports

F5/15 Monthly Financial Report as at 28 February 2015 ..... 5

### Notice of Rescission Motions

Nil

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

## Administration Report No. A3/15



**Subject:** Contingency Fund - status as at 31 March 2015

**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 35 allocations totalling \$161,720.70 as listed in the table below.

Meeting	Details	Approved allocation
<b>Annual contributions (ongoing)</b>		
Ord Council – 24 Nov 2009	<u>Annual contribution</u> (5 years from 2010-2014) Waiving of fees – Rainbow Club Australia – Ocean Swim (Maroubra to Little Bay)	\$10,820.00
Ord Council – 27 July 2010 & Ord Council 23 September 2014	<u>Annual contribution</u> (5 years from 2010-11) – Randwick Boys High School - 'Mayor's Award' Annual contribution for a further 5 years – 2015-2020	\$1,000.00
Ord Council – 22 Feb 2011	<u>Annual contribution</u> (5 years from 2011-15) – 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 <b>from 2016</b> )	-
<b>2014-15 Contingency Fund allocations</b>		
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 - fitness festival in Goldstein Reserve, Coogee to raise funds for Suicide Prevention Australia	\$1,225.00
Ord Council – 24 June 2014	Waiving of fees – Bendigo Bank	\$158.18

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Meeting	Details	Approved allocation
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
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	Waiving of fees – Salvation Army Community Lunch	\$1,862.50
Ord Council – 24 June 2014	Sponsorship and waiving of fees – Surfing NSW Junior Surfing Competition	\$8,500.00
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
Ord Council – 23 Sept 2014	Financial assistance Maroubra Village Art Show	\$9,000.00
Ord Council – 23 Sept 2014	324 (City of Randwick) Squadron Australian Airforce Cadets - celebrating 60 years - purchase of a ceremonial sword and the Sword of Excellence Trophies for the next five years	\$11,100.00
Ord Council – 23 Sept 2014	Waiving of fees - Maroubra Diggers Swimming Club	\$1,020.00
Ord Council – 23 Sept 2014	Waiving of fees - St Marks Anglican Church – Malabar Carols by Candlelight	\$2,172.00
Ord Council – 23 Sept 2014	Waiving of fees - St Pauls Anglican Church – Grant Reserve Carols by Candlelight	\$1,169.00
Ord Council – 23 Sept 2014	Financial assistance - 150th Anniversary of St Jude's Church, Randwick	\$1,800.00
GM – Oct 2014	Waiving of fees - PHC for Nurses' Annual Renunion Function	\$3,562.72
Ord Council – 28 Oct 2014	Financial assistance – Prince of Wales Hospital Foundation – Twilight Race Meet	\$5,000.00
Ord Council – 25 Nov 2014	Waiving of fees - Barnardos "1 Mile Bolt"	\$3,890.00
Ord Council – 25 Nov 2014	Financial assistance - Stingless Bee Hive, Randwick Public School	\$500.00
Ord Council – 24 Feb 2015	Waiving of Fees - St Margaret Mary's Primary School	\$165.00
Ord Council – 24 Feb 2015	Sponsorship - Rotary Police Awards	\$4,765.00
Ord Council – 24 Feb 2015	Waiving of fees - The Hon Pat Farmer's Event "Quicksand" at Maroubra Beach	\$3,804.30
Ord Council – 24 Feb 2015	Waiving of fees - Eastern Beaches Local Area Command - 100 Years of Women in Policing	\$4,913.80
Ord Council – 24 Feb 2015	Financial assistance - Randwick Boys and Girls High Schools	\$4,000.00
Ord Council – 24 Feb 2015	Mardi Gras Festival recognition	\$827.00
GM – Feb 2015	Waiving of fees - 2015 Epiphany Festival	\$5,857.00
<b>Total - 2014-15 Contingency Fund allocations</b>		<b>\$161,720.70</b>

Meeting	Details	Approved allocation
<b>2015-16 Contingency Fund allocations</b>		
Ord Council – 23 Sept 2014	POW Hospital's request for financial support to use Prince Henry Centre – to celebrate 50 <sup>th</sup> year since the first kidney transplant in NSW	\$3,600.00
<b>Total - 2015-16 Contingency Fund allocations</b>		<b>\$3,600.00</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 \$120,000.00 in the 2014-15 Budget for contingencies. Any expenditure that exceeds the budget allocation will be funded through savings at the March quarterly budget review.

### Recommendation

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

### Attachment/s:

Nil

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## Finance Report No. F5/15



**Subject:** Monthly Financial Report as at 28 February 2015

**Folder No:** F2014/00522

**Author:** Oliver Guo, 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 28 February 2015. 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 28 February 2015. Attachment 3 details the cash flow of the Council as at 28 February 2015.

### 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 28 February 2015 is 2.83 compared to 2.21 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 they 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.

**F5/15**

**Attachment/s:**

1. Monthly Financial Statements - Income Statements February 2015
2. Monthly Financial Statements - Balance Sheet February 2015
3. Monthly Financial Statements - Cash Flow Statement February 2015

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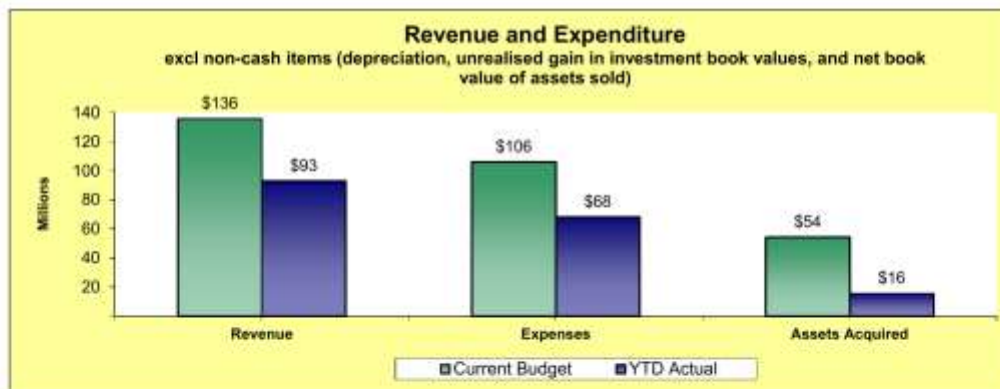


## INCOME STATEMENT

for the financial year as at 28 February 2015

<b>% OF YEAR EXPIRED AT 28 Feb 2015</b>	<b>66%</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	55,787	55,892	37,175	66.5%
Materials & Contracts	32,860	36,162	21,919	60.6%
Depreciation & Amortisation	22,624	22,624	15,083	66.7%
Other Operating Expenses	13,888	14,184	9,036	63.7%
<b>Total Expenses from Continuing Operations</b>	<b>125,160</b>	<b>128,862</b>	<b>83,214</b>	<b>64.6%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	98,063	98,323	66,088	67.2%
User Charges And Fees	15,292	15,642	11,359	72.6%
Interest	2,583	2,583	1,864	72.1%
Other Revenues	8,033	8,033	5,689	70.8%
Operating Grants and Contributions	6,600	7,056	5,087	72.1%
Capital Grants and Contributions	3,322	4,258	2,983	70.0%
Gain/(Loss) on Disposal of Assets	1,199	1,199	14	1.2%
<b>Total Revenue from Continuing Operations</b>	<b>135,091</b>	<b>137,094</b>	<b>93,083</b>	<b>67.9%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>9,931</b>	<b>8,232</b>	<b>9,870</b>	
<b>FUNDING STATEMENT</b>				
<b>SOURCE OF FUNDS</b>				
Surplus/(Deficit) from Operations - Accrual	9,931	8,232	9,870	119.9%
<b>Add Back Non-Funded Transactions Included in Operations above</b>				
- Depreciation	22,624	22,624	15,083	66.7%
- Sales of Assets (Book Value)	-	-	587	0.0%
- Transfer from Internal Reserves	8,007	18,696	7,976	42.7%
- Transfer from External Reserves	10,313	23,612	21,562	91.3%
- Unrealised Gain/(Loss) on Market Value of Investments	-	-	86	
<b>Net Funds Available</b>	<b>50,875</b>	<b>73,164</b>	<b>55,164</b>	<b>75.4%</b>
<b>APPLICATION OF FUNDS</b>				
Assets Acquired	32,884	54,355	15,610	28.7%
Transfer to Internal Reserves	8,065	8,065	6,896	85.5%
Transfer to External Reserves	9,908	10,721	24,849	231.8%
<b>Total Funds Applied</b>	<b>50,856</b>	<b>73,141</b>	<b>47,355</b>	<b>64.7%</b>
<b>Total Funds Surplus/(Deficit)</b>	<b>19</b>	<b>23</b>	<b>7,809</b>	



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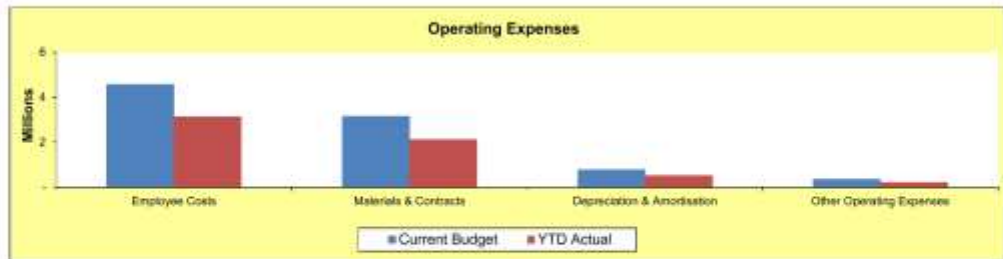
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OFFICE OF THE GENERAL MANAGER  
**INCOME STATEMENT**  
 for the financial year as at 28 February 2015

<b>% OF YEAR EXPIRED AT 28 Feb 2015</b>	<b>66%</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	4,573	4,573	3,151	68.9%
Materials & Contracts	2,804	3,164	2,125	67.2%
Depreciation & Amortisation	777	777	518	66.7%
Other Operating Expenses	354	354	217	61.3%
<b>Total Expenses from Continuing Operations</b>	<b>8,508</b>	<b>8,868</b>	<b>6,012</b>	<b>67.8%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>				
	<b>(8,508)</b>	<b>(8,868)</b>	<b>(6,012)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>Total Purchases</b>	<b>2,287</b>	<b>3,114</b>	<b>835</b>	<b>26.8%</b>
<i>Detail as following:</i>				
IT Equipment	2,287	3,114	835	26.8%



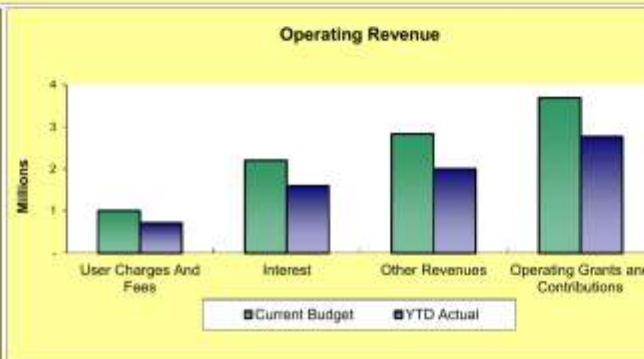
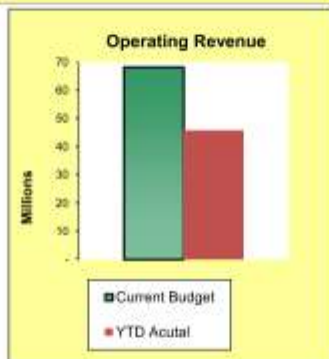
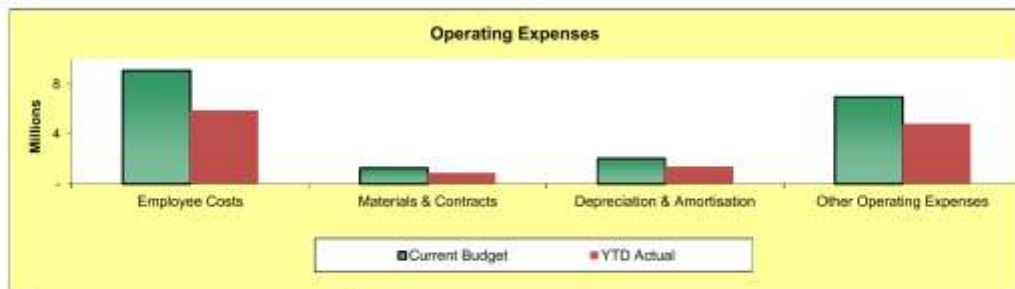


## GOVERNANCE AND FINANCIAL SERVICES INCOME STATEMENT

for the financial year as at 28 February 2015

<b>% OF YEAR EXPIRED AT 28 Feb 2015</b>	<b>66%</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	9,094	9,132	5,896	64.6%
Materials & Contracts	1,194	1,284	845	65.8%
Depreciation & Amortisation	2,051	2,051	1,367	66.7%
Other Operating Expenses	6,963	7,008	4,826	68.9%
<b>Total Expenses from Continuing Operations</b>	<b>19,301</b>	<b>19,475</b>	<b>12,934</b>	<b>66.4%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	68,093	68,353	45,824	67.0%
User Charges And Fees	955	1,005	718	71.5%
Interest	2,202	2,202	1,601	72.7%
Other Revenues	2,837	2,837	2,005	70.7%
Operating Grants and Contributions	3,573	3,694	2,772	75.0%
<b>Total Revenue from Continuing Operations</b>	<b>77,660</b>	<b>78,091</b>	<b>52,921</b>	<b>67.8%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>58,358</b>	<b>58,616</b>	<b>39,986</b>	



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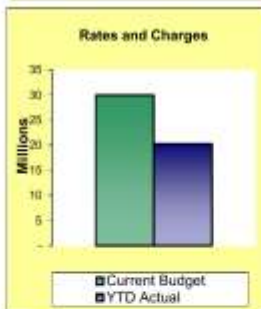
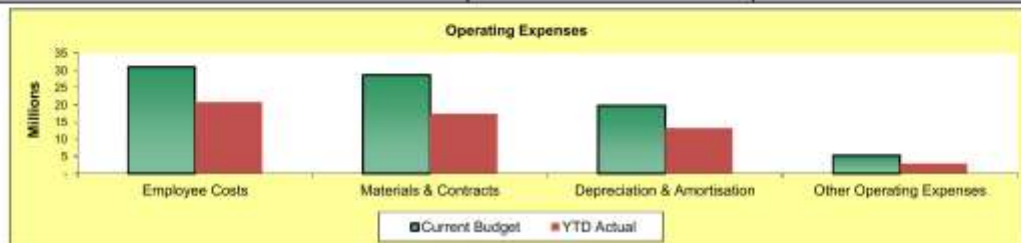


### CITY SERVICES INCOME STATEMENT

for the financial year as at 28 February 2015

<b>% OF YEAR EXPIRED AT 28 Feb 2015</b>	<b>66%</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	30,953	31,072	20,782	66.9%
Materials & Contracts	26,329	28,752	17,372	60.4%
Depreciation & Amortisation	19,796	19,796	13,197	66.7%
Other Operating Expenses	5,286	5,286	2,841	53.7%
<b>Total Expenses from Continuing Operations</b>	<b>82,364</b>	<b>84,905</b>	<b>54,192</b>	<b>63.8%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates And Annual Charges	29,970	29,970	20,264	67.6%
User Charges And Fees	10,501	10,708	7,687	71.8%
Interest	211	211	149	70.7%
Other Revenues	840	840	753	89.7%
Operating Grants and Contributions	2,394	2,709	1,777	65.6%
Capital Grants and Contributions	1,222	1,345	757	56.3%
(Gain)/Loss on Disposal of Assets	1,199	1,199	14	1.2%
<b>Total Revenue from Continuing Operations</b>	<b>46,336</b>	<b>46,981</b>	<b>31,400</b>	<b>66.8%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>(36,028)</b>	<b>(37,924)</b>	<b>(22,792)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>CAPITAL PURCHASES</b>				
<b>Total Purchases</b>	<b>30,208</b>	<b>50,728</b>	<b>14,660</b>	<b>28.9%</b>
<i>Detail as following:</i>				
Parks Construction	5,900	11,637	3,815	32.8%
Roads Construction	10,223	13,870	4,263	30.7%
Drainage Construction	1,194	2,458	481	19.6%
Building Construction	8,484	18,118	3,526	19.5%
Library Resources	395	395	161	40.8%
Vehicular Access	500	500	215	43.1%
Plant and Equipment	3,512	3,750	2,198	58.6%





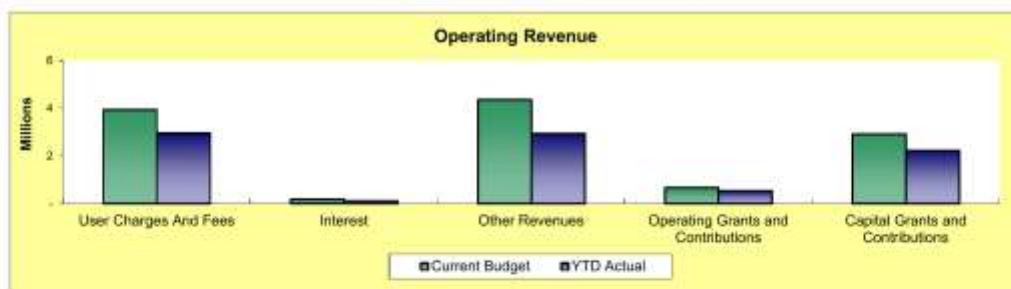


## CITY PLANNING INCOME STATEMENT

for the financial year as at 28 February 2015

<b>% OF YEAR EXPIRED AT 28 Feb 2015</b>	<b>66%</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	11,168	11,115	7,347	66.10%
Materials & Contracts	2,533	2,962	1,576	53.21%
Other Operating Expenses	1,286	1,537	1,152	74.94%
<b>Total Expenses from Continuing Operations</b>	<b>14,987</b>	<b>15,614</b>	<b>10,075</b>	<b>64.53%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
User Charges And Fees	3,836	3,930	2,955	75.19%
Interest	170	170	114	66.67%
Other Revenues	4,356	4,356	2,931	67.28%
Operating Grants and Contributions	633	653	538	82.33%
Capital Grants and Contributions	2,100	2,913	2,226	76.42%
<b>Total Revenue from Continuing Operations</b>	<b>11,096</b>	<b>12,022</b>	<b>8,763</b>	<b>72.89%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>(3,891)</b>	<b>(3,592)</b>	<b>(1,313)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED ABOVE)</b>				
<b>CAPITAL PURCHASES</b>				
<b>Total Purchases</b>	<b>389</b>	<b>513</b>	<b>115</b>	<b>22.42%</b>
<i>Detail as following:</i>				
Sustaining Our City Capital Projects	389	513	115	22.42%



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## BALANCE SHEET

at 28 February 2015

	Actual as at 28 February 2015 (\$'000s)	Actual as at 30 June 2014 (\$'000s)
<b>CURRENT ASSETS</b>		
Cash, Cash Equivalents & Investments	68,216	57,874
Receivables	2,276	6,391
Inventories	502	573
Other	70	901
<b>TOTAL CURRENT ASSETS</b>	<b>71,065</b>	<b>65,738</b>
<b>NON-CURRENT ASSETS</b>		
Infrastructure, Property, Plant & Equipment	1,393,128	1,393,205
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1,393,128</b>	<b>1,393,205</b>
<b>TOTAL ASSETS</b>	<b>1,464,193</b>	<b>1,458,943</b>
<b>CURRENT LIABILITIES</b>		
Payables	7,898	14,477
Provisions & Prepayments	17,221	15,262
<b>TOTAL CURRENT LIABILITIES</b>	<b>25,119</b>	<b>29,739</b>
<b>NON-CURRENT LIABILITIES</b>		
Payables	260	260
Provisions & Prepayments	209	209
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>469</b>	<b>469</b>
<b>TOTAL LIABILITIES</b>	<b>25,588</b>	<b>30,208</b>
<b>NET ASSETS</b>	<b>1,438,605</b>	<b>1,428,735</b>
<b>EQUITY</b>		
Retained Earnings	774,600	764,730
Revaluation Reserves	664,005	664,005
<b>TOTAL EQUITY</b>	<b>1,438,605</b>	<b>1,428,735</b>





## STATEMENT OF CASH FLOW at 28 February 2015

	Actual as at 28 February 2015	Actual as at 30 June 2014
<b>Cash Flows from Operating Activities</b>		
<b>Receipts:</b>		
Rates & Annual Charges	70,777	95,261
User Charges & Fees	12,193	16,375
Investment & Interest Revenue Received	1,825	2,784
Grants & Contributions	9,241	13,461
Bonds, Deposits & Retention amounts received	575	951
Other	5,730	14,790
<b>Payments:</b>		
Employee Benefits & On-Costs	(38,781)	(54,160)
Materials & Contracts	(24,725)	(37,282)
Borrowing Costs	-	-
Bonds, Deposits & Retention amounts refunded	(451)	(517)
Other	(11,035)	(19,492)
<b>Net Cash provided (or used in) Operating Activities</b>	<b>25,350</b>	<b>32,171</b>
<b>Cash Flows from Investing Activities</b>		
<b>Receipts:</b>		
Sale of Investment Securities	49,719	65,092
Sale of Infrastructure, Property, Plant & Equipment	602	1,533
<b>Payments:</b>		
Purchase of Investment Securities	(57,051)	(83,078)
Purchase of Infrastructure, Property, Plant & Equipment	(15,610)	(38,328)
<b>Net Cash provided (or used in) Investing Activities</b>	<b>(22,340)</b>	<b>(54,781)</b>
<b>Cash Flows from Financing Activities</b>		
<b>Receipts:</b>		
Nil		
<b>Payments:</b>		
Nil		-
<b>Net Cash Flow provided (used in) Financing Activities</b>	<b>0</b>	<b>0</b>
<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>	<b>3,010</b>	<b>(22,610)</b>
<b>plus: Cash &amp; Cash Equivalents - beginning of year</b>	<b>4,090</b>	<b>26,700</b>
<b>Cash &amp; Cash Equivalents - end of the period/year</b>	<b>7,100</b>	<b>4,090</b>
Additional Information:		
<b>plus: Investments on hand - end of period/year</b>	<b>61,115</b>	<b>53,784</b>
<b>Total Cash, Cash Equivalents &amp; Investments</b>	<b>68,216</b>	<b>57,874</b>

**F5/15**