



Annual Report  
and  
Balance Sheet  
for the year ended  
31<sup>st</sup> March, 2020

To be presented at the Annual General Meeting  
5<sup>th</sup> August 2020 7pm

President  
R. YOUNG

General Manager  
M. JORDAN

## BOARD OF DIRECTORS

### **President**

RICHARD YOUNG

### **Vice - President**

ROD NAIRN

### **Treasurer**

ANTHONY BLAIR

### ***Directors***

MICHAEL MASLEN   SCOTT PARR

KEVIN DONALD O.A.M   MARGARET CURRAN

### ***MANAGEMENT***

#### **General Manager**

MARK JORDAN

#### **Assistant Manager**

ROBERT RODWELL

# ANNUAL REPORT & FINANCIAL STATEMENTS

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FOR THE YEAR ENDED 31 MARCH 2020

For presentation at the

## ANNUAL GENERAL MEETING

ON WEDNESDAY 5<sup>th</sup> AUGUST, 2020

To be held at

**CITY DIGGERS WOLLONGONG**

**82 CHURCH STREET, WOLLONGONG**

Commencing at

**7.00 pm**

### **Business Agenda**

- (a) To confirm the minutes of previous Annual General Meeting
- (b) To receive the report from the President and General Manager
- (c) To receive and consider the Income and Expenditure account, the Balance Sheet and report of the Auditor.
- (d) To declare the result of the Ballot for the Board
- (e) To deal with any other business of which due notice has been given.

#### MEMBER'S PLEASE NOTE

Members are requested to advise the General Manager, in writing, seven (7) days prior to the date of the Annual General Meeting of any query relating to the Income and Expenditure account or Balance Sheet, so that information may be extracted from the records and be made available at the Annual General Meeting.

#### **NOTICE TO MEMBERS VOTING FOR BOARD OF DIRECTORS**

Nominations open 7<sup>th</sup> July - Closing 16<sup>th</sup> July for 3 available Board positions

Voting if required from 17<sup>th</sup> - 24<sup>th</sup> July

See Returning Officers Report for more information

Voting for the Board of Directors shall not be required at the 2020 AGM. (At the time of printing)

### **Important information for members**

The club by law is required to keep a register containing information that relates to the management and financial administration of the club including:

1. A list of disclosures, declarations, and returns made by the governing body and employees of the club.
2. The salary bands of the Club's top executive(s)
3. Details of the overseas travel made by the governing body and employees of the club.
4. Details of loans given by the club to employees.
5. Details of certain contracts executed by the club.
6. Salary details of club employees who are close relatives of the clubs governing body and top executive(s).
7. Details of the payments made by the club for consultant services.
8. Details of legal settlements made by the club with a member of the governing body or an employee of the club.
9. Details of legal fees paid by the club for a member of the governing body or an employee of the club.
10. The clubs annual gaming machine profit.
11. The amount applied by the club to community development and support.

The club must prepare quarterly financial statements for the governing body that incorporate:

1. The clubs profit and loss accounts and trading accounts for the quarter.  
And
2. A balance sheet as at the end of the quarter.

## **Notice of Ordinary Resolutions**

**Voting requires a simple majority of attending Members to the Annual General Meeting**

As an ordinary resolution

That pursuant to the Registered Clubs Act:

2. The Members hereby approve and agree to expenditure by the Club in a sum not exceeding \$25,000 until the next Annual General Meeting of the Club for the following activities of the Directors:
    - (a) Expenses incurred by Directors in travelling to and from Directors Meetings as approved by the Board from time to time without need for documentary evidence of such expenditure;
    - (b) Cost of Directors attending the Clubs NSW Annual General Meeting and including the cost of travel and accommodation;
    - (c) Cost of Directors attending other registered Clubs, seminars, lectures, trade displays, wineries, breweries and distilleries, poker machine manufacturing and supply facilities and other similar locations as may be determined by the Board from time to time and including the cost of travel and accommodation and, where such trip exceeds one day in duration the cost of travel, accommodation and entertainment of partners of the attendee;
    - (d) Cost of Directors and their partners attending and entertaining dignitaries at functions, as well as attending not more than two Board functions per year, approved by the Board and including the combined RSL Sub-Branch and Ladies Auxiliary and Club Functions;
    - (e) Cost of meals and beverages for Directors on the day of any Board Meeting or Sub-Committee Meeting;
    - (f) Cost of Directors to represent the Club at Charity Days and similar functions as authorised by the Board;
    - (g) Cost of any uniforms including blazers provided to Directors;
    - (h) That the honorarium for the Executive of City Diggers Wollongong be as follows -

PRESIDENT	\$3800 per annum
TREASURER	\$2800 per annum
- and out of pocket expenses to each Director not to exceed \$ 1400 per annum.
- B. All such decisions as to expenditure as outlined in the preceding sub-clause shall be determined by the Board from time to time.
  - C. The members acknowledge that the benefits in paragraph "A" above are not available to members generally but only for those who are Directors of the Club.

BY ORDER OF THE BOARD  
**Mark Jordan**  
General Manager  
Dated this 27<sup>th</sup> July 2020

## GENERAL MANAGERS & PRESIDENTS REPORT

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**W**hat a crazy time it has been, both towards the end of 2019 and the start of 2020. With the decimation of many areas close by due to bushfires, flooding in some areas and the entire world suffering at the hands of the Coronavirus outbreak, life as we knew it is now so different. All of these things have had an affect on our trade particularly in the last 5 months of trade for our financial year which ended in March 2020. In fact, it was the 23<sup>rd</sup> of March, which saw our doors close (by order) probably for the first time ever for such an extended period. Combined with a lower than expected income, we saw a net loss for the year of \$447,129.

Long before the difficulties of 2020 were a realisation, we had commenced talks with Wollongong Golf Club after they put out an Expression of Interest as the parent body to Amalgamate with other like-minded Clubs. Due to the ongoing health of our Club, the Board decided took the opportunity to take up their offer after much deliberation and then following months of negotiations, it was resolved by Members from both City Diggers and Wollongong Golf Club to bond together as one entity, so that both Clubs could move forward in these tough times and look towards a brighter future together. We will be stronger together. This still requires ratifying by the Independent Liquor and Gaming Authority before we can move forward. This process could take up to six months to be formalised if they feel it is in the interest of both Clubs. I invite you read the Memorandum of Understanding and the Deed of Amalgamation on our website for more information.

If there was anything to gain from the shutdown, it was that we could perform some long overdue maintenance without interrupting our loyal patrons, including a fresh paint job for both the Bistro and Café, floor sanding and recoating in the Café, new guttering and some downpipes on the northern side of the building. The entire Club had a spring clean in Autumn, thanks to many of our great staff. And thanks to the JobKeeper program, we were able to retain most of our valuable staff members. The Club reopened with restrictions in place on the 3<sup>rd</sup> of June, 2020.

Gaming has been a major factor in the substantial loss inflicted this year and this has not been helped by the failure to sell the old David Jones site, which remains empty after 4 years and has been a disappointment for the local economy. This has not been helpful with the foot traffic past our doors. Online shopping has created the stay at home shopper and has been a big factor in reduced CBD shoppers, which was very evident over the Christmas period. Free to air advertising of the likes of Sports Bet and Neds etc. during sporting events, has not helped our cause either. However, despite more pop-up shops, new cafés and restaurants appearing around the city, we are clearly doing things right, to see increases in our Beverage and holding our own in Catering.

With Beverage sales up just on \$20,000, profits have increased to \$268,367 which is an increase of 22.6% over last year. The performance in Beverage has been aided by better

## GENERAL MANAGERS & PRESIDENTS REPORT

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rostering, resulting in reduced wages, while still maintaining excellent customer service. Refrigeration repairs are constant thorn in one's side as the equipment gets older and this has resulted in repair costs of over \$14,000 for the year. Thanks to Tony and Mick for providing excellent beverage quality and assisting in function setup, along with a thousand other jobs including general maintenance throughout the Club.

Our Bistro and Café remain steady with consistent and excellent quality food being served by Chef Trish, Hailey (Café) and the team both back of house and those out front. With a turnover of some \$1.3m, which includes income from Functions, profits have dropped from the previous year, in part due to higher wages and an increase in maintenance costs, thus recording a profit for the year of \$5,486. This is still an excellent result to make a profit from Catering which is not easy with an ever increasing cost of goods.

Further negotiations with many of our suppliers has resulted in good savings throughout the year. Credit for this goes to my Assistant Manager Robbie Rodwell who has been very diligent in squeezing the best value from our contracts. Rob has been a great support to me throughout the year.

Many thanks to all our great Bar, Catering, Office, Cellar and Reception staff, who continue to make the experience of visiting City Diggers a very pleasant one. Thanks to Karen Jeremy (Work Health and Safety, Sustainability and Keno), Steve Berry (Human Resources), Sharyn Ward (Events Coordinator), Stephanie Robinson (Promotions), all of whom manage the day to day floor operations of the Club. Special mention to Teresa, Michelle and Melinda in the Office who keep the accounts in check. We said farewell to Chef Bec and Sara Tomlinson (Events Coordinator), and wish them all the best in their new roles.

Thanks to our President Richard Young and his Board for great support throughout the year.

On behalf of the Board, Management and Staff, I extend our best wishes to our Members and their families for the future. Thanks to all our new and regular members for your great support throughout the year.

Mark Jordan  
General Manager

President  
Richard Young

## **Returning Officers report** **Annual General Meeting 5th August, 2020**

**Rule 21.2 of the Constitution of City Diggers Wollongong states –  
The Board shall consist of not less than seven (7) Directors who must be Ordinary  
Members.**

**The Registered Clubs Act states that a Clubs Board shall have not more than nine  
(9) members.**

Notices were placed to members on 7th July 2020 for 3 vacant positions for the Board of Directors at City Diggers Wollongong. Closing date for nominations will be 16<sup>th</sup> July, 2020

Due the triennial rule in place, a nomination was received from member Rod Nairn wishes to re-stand for election at the 2020 AGM. The standing Board Member has completed the required nomination forms and other statutory declarations as required by the Registered Clubs Act, The Independent Liquor and Gaming Authority, Clubs NSW and those required under the Clubs Constitution, and have been accepted as true and correct.

Due to the requirement to issue this Annual Report to Members who have requested a printed copy, any new nominations and the voting results for the 3 available Board of Directors positions will be presented at the AGM on the 5<sup>th</sup> August, 2020. Should more than 2 new nominations be received, voting shall take place between the 17<sup>th</sup> and 24<sup>th</sup> July, 2020.

The City Diggers Wollongong Board of Directors for the coming year will consist of the following Directors (in alphabetical order) pending further nominations:

Anthony Blair (Current Treasurer)  
Margaret Curran  
Kevin Donald  
Michael Maslen  
Rod Nairn (Current Vice-President)  
Scott Parr  
Richard Young (Current President)

Following the conclusion of the AGM the Board of Directors will convene for a special meeting to elect the Board executive.

Mark Jordan  
Returning Officer  
7<sup>th</sup> July 2020

Throughout the Clubgrants period 1/9/2018 - 31/08/2019, City Diggers donated over \$37,000 to various Community groups. These are some of the organisations your Club supported last year.

**War Widows Guild**

**Lions Club of Woonona**

**Wollongong Legacy**

**Rotary Club of Fairy Meadow**

**RSL Sub-Branch Wollongong**

**Wollongong Uni Wolves**

**Wollongong City SLSC**

**Mt Keira Scout Camp**

**Lifeline South Coast**

**National Service Association**

**Wollongong Meals on Wheels**

**Illawarra Cancer Carers**

**Coniston Football Club**

**Central Vision Impaired Group**

**Homicide Victims Support Group**

## **CITY DIGGERS WOLLONGONG**

### **MEMBERSHIP RENEWALS**

As per the constitution, annual renewal fees fall due on 1<sup>st</sup> July each year (or the year shown on multi year member's cards). If such fees are unpaid by 30<sup>th</sup> September, the member's name will be removed from our members register.

Fees can be paid at reception or online from 1st July, 2020.

The final date for renewal is 30<sup>th</sup> September, 2020

General Manager

**M Jordan**