

# **ADMINISTRATION AND FINANCE COMMITTEE MEETING**

## **BUSINESS PAPER**

**TUESDAY 14 APRIL 2009**

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7 April 2009

## **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 April 2009 at 6:00pm.

Committee Members: The Mayor, B Notley-Smith, Andrews, Belleli, Bowen, Hughes (Chairperson), Matson, Matthews, Nash (Deputy Chairperson), Procopiadis, Seng, Smith, Stevenson, Tracey, White and Woodsmith.

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 2009

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

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

### **Urgent Business**

### **Administration Reports**

Nil

### **Finance Reports**

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### **Closed Session**

Nil

### **Notices of Rescission Motions**

Nil

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Ray Brownlee

**GENERAL MANAGER**

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## Finance Report No. F7/09



**Subject:** Monthly Financial Report as at 28 February 2009

**Folder No:** F2008/00495

**Author:** Caroline Foley, Manager Corporate & Financial Planning

### 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 Council as at 28 February 2009. Attachment 1 summarises Council's Financial Performance and its Source and Application of Funds. It also summarises the operating result for each of Council's principal activities. Attachment 2 details the financial position of Council as at 28 February 2009.

### Relationship to City Plan

The relationship with the City Plan is as follows:

- Outcome 1: Leadership in Sustainability.  
Direction 1c: Long term financial viability is achieved.

### Financial impact statement

There is no direct financial impact for this matter.

### Conclusion

Council's Director Governance & Financial Services as the responsible accounting officer, advises that the projected financial position is satisfactory.

### Recommendation

That the monthly financial reports as at 28 February 2009 be noted.

### Attachment/s:

1. Income Statements, Source and Application of Funds for the period ended 28 February 2009
2. Balance Sheet as at 28 February 2009

F7/09



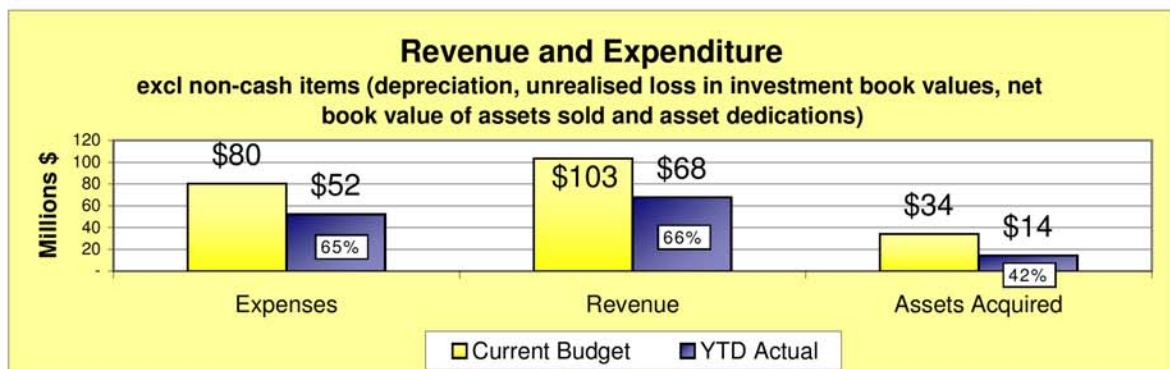
# INCOME STATEMENT

for the financial year as at 28 FEBRUARY 2009

% OF YEAR EXPIRED AT 28 Feb 2009	67%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/ Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	40,465	40,641	25,920	63.78%
Borrowing Costs	1	1	-	0.00%
Materials & Contracts	25,046	28,292	18,615	65.79%
Depreciation & Amortisation	16,567	16,567	11,117	67.11%
Other Operating Expenses	10,947	11,304	7,641	67.59%
Internal Charges	-	-	(41)	N/A
<b>Total Expenses from Continuing Operations</b>	<b>93,026</b>	<b>96,806</b>	<b>63,253</b>	<b>65.34%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates and Annual Charges	69,090	69,704	45,402	65.14%
User Charges and Fees	10,546	11,252	7,982	70.94%
Interest	3,200	2,492	(347)	-13.91%
Other Operating Revenue	6,982	7,066	4,036	57.12%
Operating Grants and Contributions	5,603	6,278	5,243	83.52%
Capital Grants & Contributions	3,308	3,820	1,739	45.52%
Assets Dedicated	25,547	25,547	1,350	5.28%
Gain/(Loss) on Disposal of Assets	2,315	2,807	(2,984)	-106.33%
<b>Total Revenue from Continuing Operations</b>	<b>126,592</b>	<b>128,965</b>	<b>62,422</b>	<b>48.40%</b>
<b>Net Operating Result - Surplus/ (Deficit)</b>	<b>33,566</b>	<b>32,159</b>	<b>(831)</b>	
<b>FUNDING STATEMENT</b>				
<b>SOURCE OF FUNDS</b>				
Surplus (Deficit) from Operations - Accrual	33,566	32,159	(831)	-2.58%
Add Back Non-Funded Transactions included in Operations above				
- Depreciation	16,567	16,567	11,117	67.11%
- Sales of Assets (Book Value)	-	-	4,587	N/A
- Transfer from Internal Reserves	4,974	9,651	4,772	49.45%
- Transfer from External Reserves	25,717	29,116	15,299	52.55%
- Unrealised Gain/Loss on Market Value of Investments	-	-	2,260	N/A
<b>Net Funds Available</b>	<b>80,823</b>	<b>87,493</b>	<b>37,205</b>	<b>42.52%</b>
<b>APPLICATION OF FUNDS</b>				
Assets Acquired	28,045	34,242	14,358	41.93%
Assets Dedicated	25,547	25,547	1,350	5.28%
Transfer to Internal Reserves	3,992	4,010	2,328	58.05%
Transfer to External Reserves	23,134	23,672	15,529	65.60%
<b>Total Funds Applied</b>	<b>80,719</b>	<b>87,471</b>	<b>33,565</b>	<b>38.37%</b>
<b>Total Funds Surplus/ (Deficit)</b>	<b>104</b>	<b>22</b>	<b>3,641</b>	

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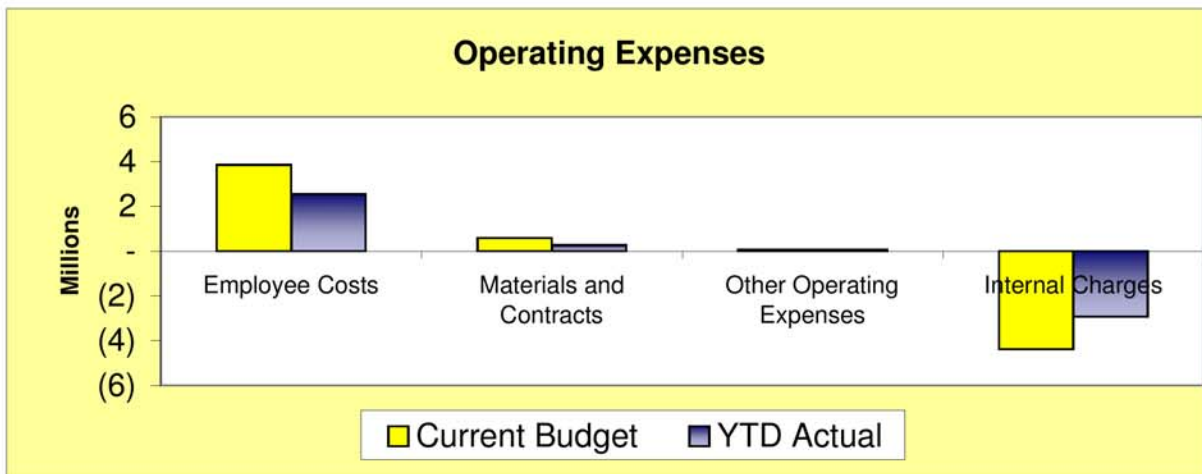
# OFFICE OF THE GENERAL MANAGER INCOME STATEMENT

for the financial year as at 28 FEBRUARY 2009

% OF YEAR EXPIRED AT 28 Feb 2009	67%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/ Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	3,832	3,850	2,539	65.96%
Materials and Contracts	461	590	270	45.80%
Other Operating Expenses	60	61	53	87.49%
Internal Charges	(4,387)	(4,387)	(2,925)	66.67%
<b>Total Expenses from Continuing Operations</b>	<b>(34)</b>	<b>114</b>	<b>(62)</b>	<b>-54.54%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Operating Grants & Contributions	-	18	31	173.88%
<b>Total Revenue from Continuing Operations</b>	<b>-</b>	<b>18</b>	<b>31</b>	<b>173.88%</b>
<b>Net Operating Result - Surplus/ (Deficit)</b>	<b>34</b>	<b>(96)</b>	<b>93</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED IN COSTS ABOVE)</b>				
<b>CAPITAL PURCHASES</b>				
Total Capital Purchases	-	-	-	

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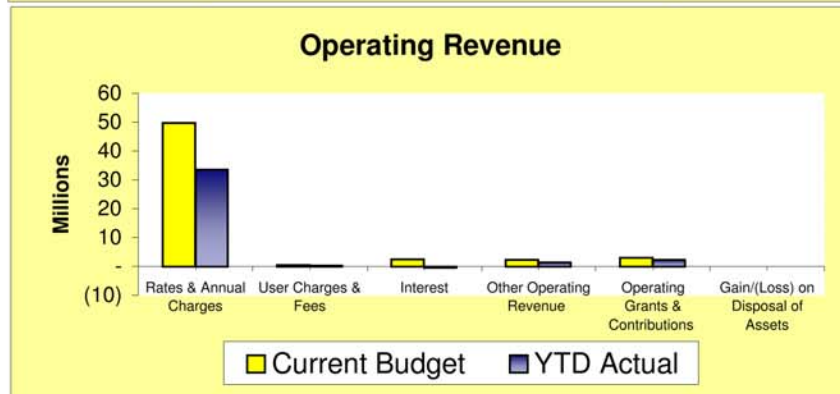
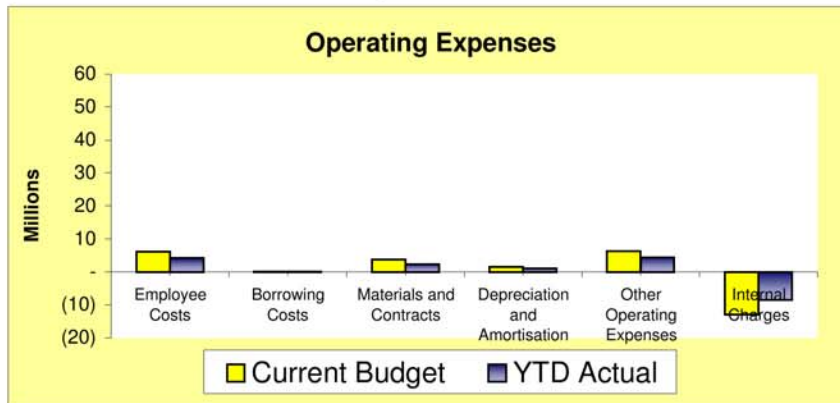
## GOVERNANCE & FINANCIAL SERVICES INCOME STATEMENT

for the financial year as at 28 FEBRUARY 2009

% OF YEAR EXPIRED AT 28 Feb 2009	67%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/ Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	6,097	6,148	4,093	66.57%
Borrowing Costs	1	1	1	3.70%
Materials and Contracts	3,533	3,800	2,268	59.69%
Depreciation and Amortisation	1,577	1,577	1,037	65.76%
Other Operating Expenses	6,151	6,343	4,396	69.31%
Internal Charges	(13,070)	(13,020)	(8,667)	66.56%
<b>Total Expenses from Continuing Operations</b>	<b>4,290</b>	<b>4,848</b>	<b>3,127</b>	<b>64.50%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates & Annual Charges	49,518	49,806	33,537	67.33%
User Charges & Fees	426	579	377	65.04%
Interest	3,185	2,470	(379)	-15.33%
Other Operating Revenue	2,338	2,377	1,425	59.96%
Operating Grants & Contributions	2,772	2,964	2,360	79.64%
Gain/(Loss) on Disposal of Assets	-	-	(1)	N/A
<b>Total Revenue from Continuing Operations</b>	<b>58,240</b>	<b>58,195</b>	<b>37,319</b>	<b>64.13%</b>
<b>Net Operating Result - Surplus/ (Deficit)</b>	<b>53,950</b>	<b>53,347</b>	<b>34,192</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED IN COSTS ABOVE)</b>				
<b>CAPITAL PURCHASES</b>				
Total Capital Purchases	624	1,130	414	36.65%
<i>Detail as following:</i>				
IT Capital Projects	556	1,061	409	38.54%
IT Equipment	68	68	3	4.11%
Other Capital Purchases	-	-	2	N/A

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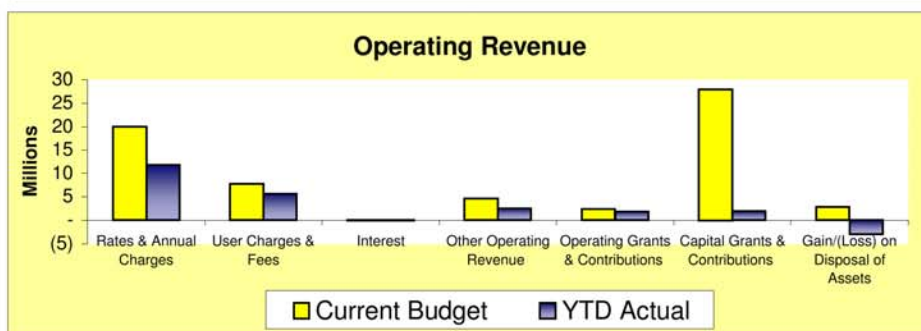
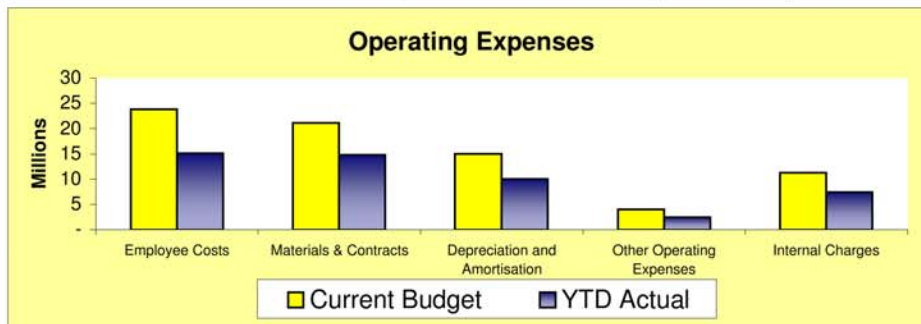


## CITY SERVICES INCOME STATEMENT

% OF YEAR EXPIRED AT 28 Feb 2009	67%
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for the financial year as at 28 FEBRUARY 2009

	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/ Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	23,758	23,847	15,131	63.45%
Materials & Contracts	18,998	21,138	14,855	70.28%
Depreciation and Amortisation	14,988	14,988	10,077	67.23%
Other Operating Expenses	3,830	3,978	2,468	62.04%
Internal Charges	11,347	11,297	7,493	66.32%
<b>Total Expenses from Continuing Operations</b>	<b>72,921</b>	<b>75,248</b>	<b>50,023</b>	<b>66.48%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
Rates & Annual Charges	19,572	19,898	11,866	59.63%
User Charges & Fees	7,103	7,734	5,707	73.79%
Interest	15	22	32	142.26%
Other Operating Revenue	4,579	4,579	2,495	54.50%
Operating Grants & Contributions	1,954	2,353	1,826	77.61%
Capital Grants & Contributions	27,655	27,904	1,895	6.79%
Gain/(Loss) on Disposal of Assets	2,315	2,793	(2,997)	-107.31%
<b>Total Revenue from Continuing Operations</b>	<b>63,194</b>	<b>65,284</b>	<b>20,824</b>	<b>31.90%</b>
<b>Net Operating Result - Surplus/ (Deficit)</b>	<b>(9,727)</b>	<b>(9,963)</b>	<b>(29,199)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED IN COSTS ABOVE)</b>				
<b>CAPITAL PURCHASES</b>				
Total Capital Purchases	52,650	57,947	15,135	26.12%
<i>Detail as following:</i>				
Office Equipment, Furniture and Fittings	15	18	2	9.00%
Des Renford Aquatic Centre	-	115	19	16.55%
Library Resources	378	351	209	59.37%
Plant & Equipment Purchases	4,764	4,762	2,819	59.19%
Contaminated Site Management	2,350	3,768	1,645	43.64%
Vehicular Access	600	634	302	47.63%
Parks Construction Projects	6,303	8,682	2,650	30.52%
Roads Construction Projects	7,619	7,684	4,511	58.70%
Drainage Construction Projects	1,144	1,177	142	12.04%
Building Construction Projects	3,930	4,369	715	16.37%
Road Restorations	-	634	568	89.57%
Perry Street Recycling Centre	-	206	206	100.00%
Asset Dedications	25,547	25,547	1,350	5.28%



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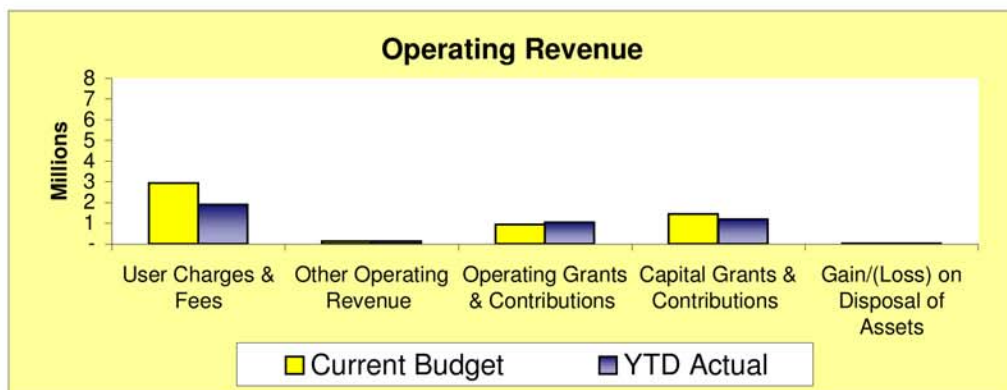
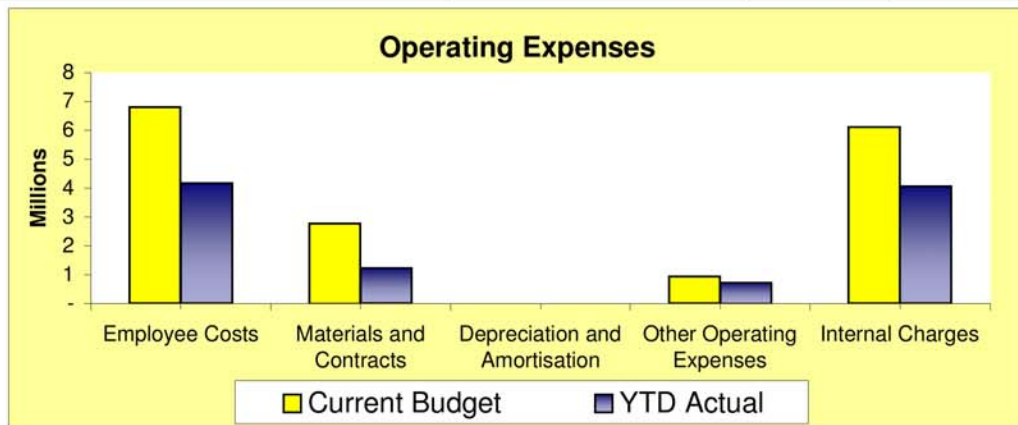
# CITY PLANNING INCOME STATEMENT

for the financial year as at 28 FEBRUARY 2009

% OF YEAR EXPIRED AT 28 Feb 2009	67%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/ Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	6,778	6,797	4,157	61.17%
Materials and Contracts	2,054	2,765	1,221	44.17%
Depreciation and Amortisation	1	1	3	289.00%
Other Operating Expenses	907	923	724	78.42%
Internal Charges	6,110	6,110	4,058	66.41%
<b>Total Expenses from Continuing Operations</b>	<b>15,850</b>	<b>16,597</b>	<b>10,164</b>	<b>61.24%</b>
<b>REVENUE FROM CONTINUING OPERATIONS</b>				
User Charges & Fees	3,017	2,939	1,899	64.62%
Other Operating Revenue	65	110	115	104.89%
Operating Grants & Contributions	876	943	1,026	108.76%
Capital Grants & Contributions	1,200	1,463	1,194	81.64%
Gain/(Loss) on Disposal of Assets	-	14	14	100.00%
<b>Total Revenue from Continuing Operations</b>	<b>5,158</b>	<b>5,468</b>	<b>4,247</b>	<b>77.68%</b>
<b>Net Operating Result - Surplus/ (Deficit)</b>	<b>(10,691)</b>	<b>(11,129)</b>	<b>(5,917)</b>	
<b>CAPITAL PURCHASES (NOT INCLUDED IN COSTS ABOVE)</b>				
<b>Capital Purchases</b>				
Total Capital Purchases	318	712	159	22.28%
<i>Detail as following:</i>				
Office Equipment, Furniture and Fittings	4	-	-	N/A
Sustaining Our City Capital Projects	314	712	159	22.28%

F7/09





## BALANCE SHEET

as at 28 FEBRUARY 2009

	Actual as at 30 June 2008 (\$'000s)	Actual as at 28 February 2009 (\$'000s)
<b>CURRENT ASSETS</b>		
Cash, Cash Equivalents & Investments	37,792	31,639
Receivables	4,339	6,254
Inventories	363	341
Other	127	558
<b>TOTAL CURRENT ASSETS</b>	<b>42,621</b>	<b>38,792</b>
<b>NON-CURRENT ASSETS</b>		
Infrastructure, Property, Plant & Equipment	2,055,394	2,055,242
<b>TOTAL NON-CURRENT ASSETS</b>	<b>2,055,394</b>	<b>2,055,242</b>
<b>TOTAL ASSETS</b>	<b>2,098,015</b>	<b>2,094,034</b>
<b>CURRENT LIABILITIES</b>		
Payables	10,667	7,529
Provisions & Prepayments	13,627	13,614
<b>TOTAL CURRENT LIABILITIES</b>	<b>24,294</b>	<b>21,143</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions & Prepayments	129	129
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>129</b>	<b>129</b>
<b>TOTAL LIABILITIES</b>	<b>24,423</b>	<b>21,272</b>
<b>NET ASSETS</b>	<b>2,073,592</b>	<b>2,072,762</b>
<b>EQUITY</b>		
Retained Earnings	1,952,729	1,951,898
Revaluation Reserves	120,863	120,863
<b>TOTAL EQUITY</b>	<b>2,073,592</b>	<b>2,072,762</b>

F7/09



## Finance Report No. F8/09



**Subject:** Contingency Fund - Status at 31 March 2009

**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 2008/09 financial year.

### Issues

In the 2008/09 financial year there have been 55 allocations totalling \$160,740.10 as listed in the table below.

Meeting	Details	Net cost to Council
Ordinary Council – 27 June 2006	<u>Annual contribution</u> – Waiving of Greenwaste Disposal Fees or the Guriwal Aboriginal Community at La Perouse	\$6,500.00
Ordinary Council – 27 June 2006	<u>Annual contribution</u> - Waiving of fees for Special Rubbish Pick Up Service – Ronald McDonald House	\$650.00
Ordinary Council – 25 July 2006	<u>Annual contribution</u> (3 years from 2006/07) - SSROC East Timor Partnership	\$4,000.00
Ordinary 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
Ordinary Council – 22 Aug 2006	<u>Annual contribution</u> - Sydney Body Art Ride	\$3,000.00
Ordinary Council - 22 Apr 2008	Financial assistance - Randwick City Tourism Sports Coast flags	\$2,795.00
Ordinary Council - 24 June 2008	Financial assistance - 9th Annual Des Renford Chair of Heart Research Family Gala - use of DRAC	\$7,500.00
Ordinary Council - 22 July 2008	Financial assistance - NRMA CareFlight Charity Fund-Raiser "Movie Mania"	\$300.00
Ordinary Council - 22 July 2008	Financial assistance - Randwick Girls and Boys High Schools - 2008 Rock Eisteddfod	\$5,000.00
Ordinary Council - 22 July 2008	Civic Reception – Prince of Wales Hospital	\$2,285.00
Ordinary Council – 26 Aug 2008	Waiving of fees - Gracepoint Christian Church - Clean Up Australia Day	\$2,972.00
Ordinary Council – 26 Aug 2008	Waiving of fees - Maroubra Chamber of Commerce - Market Day, Fun Run and Oktoberfest	\$2,559.00
Ordinary Council – 26 Aug 2008	Waiving of fees - Maroubra Surf Club - Use of Des Renford Aquatic Centre	\$2,220.00
Ordinary Council – 26 Aug 2008	Donation - Karitane 3rd Annual Charity Golf Day	\$500.00

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Meeting	Details	Net cost to Council
Ordinary Council – 26 Aug 2008	Waiving of fees - St Spyridons College - banner	\$2,904.00
Ordinary Council – 26 Aug 2008	Waiving of fees - The Progressive Community of Agiassos - Use of Town Hall	\$4,160.00
Ordinary Council – 26 Aug 2008	Donation - Tibet to Nepal Bike Ride	\$500.00
Ordinary Council – 21 October 2008	Waiving of fees – South Maroubra Surf Life Saving Club - Randwick Shield and South Maroubra Junior Carnival	\$1,853.20
Ordinary Council – 21 October 2008	East Timorese Scholarships - interpreter expenses	\$5,812.00
Ordinary Council – 21 October 2008	Waiving of fees - South Maroubra Village Green Art Show	\$235.00
Ordinary Council – 21 October 2008	Waiving of fees - Rainbow Club Australia Inc - Ocean Swim	\$1,128.50
Ordinary Council – 21 October 2008	Waiving of fees - Coogee Family Fun Day - Goldstein Reserve	\$16,676.00
Ordinary Council – 21 October 2008	Waiving of fees - Brigidine College Randwick - banner	\$1,777.00
Ordinary Council – 21 October 2008	Rick Pendelton - Des Renford Aquatic Centre - Waiving of Fees	\$6,960.00
Ordinary Council – 21 October 2008	Waiving of fees - St Mark's Anglican Church, Malabar - Carols by Candlelight	\$8,352.00
Ordinary Council – 21 October 2008	Waiving of fees - St Paul's Anglican Church, Coogee - Carols by Candlelight	\$1,114.10
Ordinary Council – 21 October 2008	Waiving of fees - Matraville Chamber of Commerce - Carols by Candlelight	\$1,650.00
Ordinary Council – 21 October 2008	Waiving of fees - Express Glass Island Challenge	\$1,725.30
Ordinary Council – 21 October 2008	Wassell Street Reserve Community Planting	\$6,000.00
Ordinary Council – 25 November 2008	Waiving of fees - Coogee Surf Carnival	\$814.10
Ordinary Council – 25 November 2008	Waiving of fees - Epiphany Festival, Yarra Bay	\$3,871.80
Ordinary Council – 25 November 2008	Waiving of fees - Tamarama Beach to Clovelly Beach Ocean Swim	\$375.80
Ordinary Council – 25 November 2008	Financial assistance - Australia Day Botany Bay Regatta	\$750.00
Ordinary Council – 25 November 2008	Waiving of fees - Castellorizian Ladies Auxiliary – Bus Hire	\$296.40
Ordinary Council – 25 November 2008	South Maroubra Village Green Carols by Candelight	\$1,274.00
Ordinary Council – 16 December 2008	Financial assistance - Chile Ultra Marathon	\$400.00
Ordinary Council – 16 December 2008	Waiving of fees – Indigenous Athletics Coaching Clinic and Charity Fun Run/Walk	\$834.00
Ordinary Council – 16 December 2008	Financial assistance - Annual Pere Receveur Historic Mass	\$2,675.20
Ordinary Council – 16 December 2008	The Mayor's Medal for Academic Excellence	\$1,500.00
Ordinary Council – 24 Feb 2009	Waiving of fees – Maroubra Swim Club – Maroubra Development Carnival	\$660.00

F8/09

Meeting	Details	Net cost to Council
Ordinary Council – 24 Feb 2009	Waiving of fees – Suring NSW, the Maroubra Surfers Assoc and Southend Boardriders Inc – boardriders competitions	\$8,775.00
Ordinary Council – 24 Feb 2009	Waiving of fees – Maroubra Boardriders Inc	\$4,455.00
Ordinary Council – 24 Feb 2009	Waiving of fees – St Catherine’s School banner	\$3,419.00
Ordinary Council – 24 Feb 2009	Donation – Maroubra Bay Public School canteen renovation	\$500.00
Ordinary Council – 24 Feb 2009	Waiving of fees – St Mary-St Joseph Primary School banner	\$1,777.00
Ordinary Council – 24 Feb 2009	Donation – Returned Services League of Australia Coogee Randwick Sub-Branch – hire of public address system for Anzac Day	\$100.00
Ordinary Council – 24 March 2009	Waiving of fees - Coogee to Bondi 5km Ocean Swim	\$542.50
Ordinary Council – 24 March 2009	Waiving of fees - ABC TV Filming	\$245.00
Ordinary Council – 24 March 2009	Waving of fees - Banner for Learning Links	\$2,807.00
Ordinary Council – 24 March 2009	Waving of fees - Banner for South Coogee Public School Fete	\$1,777.00
Ordinary Council – 24 March 2009	Waiving of fees - Banner for Our Lady of the Rosary’s Spring Fair	\$1,777.00
Ordinary Council – 24 March 2009	Waiving of fees - Banner for Rainbow Street Public School	\$1,777.00
Ordinary Council – 24 March 2009	Waiving of fees - Sydney 2009 World Masters Games - Beach Volleyball	\$6,556.20
Ordinary Council – 24 March 2009	Financial contribution - Clovelly Childcare's Sustainability Open Day	\$450.00
<b>TOTAL:</b>		<b>\$160,740.10</b>

The amounts shown in the table above reflect the net cost to Council in providing the donation, grant or assistance. The GST, where applicable, has not been shown because it will be claimed back from the Australian Taxation Office.

### 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 \$162,000 in the 2008/09 budget for contingencies. An additional allocation will be made in conjunction with the March quarterly budget review to provide for contingency fund commitments between April and June 2009.

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**Recommendation**

That the report be received and noted.

**Attachment/s:**

Nil

**F8/09**