

ADMINISTRATION AND FINANCE COMMITTEE MEETING

BUSINESS PAPER

TUESDAY 12 MAY 2009

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5 May 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, 12 May 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 - 14 April 2009

Declarations of Pecuniary and Non-Pecuniary Interests

Address of Committee by Members of the Public

Urgent Business

Administration Reports

Nil

Finance Reports

F9/09	Goods and Services Tax Certificate.....	1
F10/09	Monthly Financial Report as at 31 March 2009	5
F11/09	Contingency Fund - status as at 30 April 2009	13

Closed Session

Nil

Notices of Rescission Motions

Nil

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Ray Brownlee

GENERAL MANAGER

Finance Report No. F9/09



Subject: Goods and Services Tax Certificate
Folder No: F2004/06546
Author: Greg Byrne, Manager Financial Operations

Introduction

In 2006 the Department of Local Government introduced changes to the methodology concerning certification of Council's Goods and services Tax (GST) compliance. Councils are now required to supply a GST certificate to the Department of Local Government on an annual basis.

Issues

The Department of Local Government requires all local governing bodies to complete a GST certificate of compliance confirming that all GST payments have been made and that adequate management arrangements and internal controls are in place to enable Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.

Each of the 12 monthly Business Activity Statements (BAS) have been prepared and reconciled after the data was verified for accuracy of accounting treatment and have been submitted to the Australian Taxation Office (ATO) prior to the respective due dates.

The Department will collate the returns from councils and will provide advice to the NSW Treasury for confirmation with the Commonwealth Commissioner of Taxation.

The Goods and Services Tax Certificate requires the signature of the Mayor, another Councillor, the General Manager and the Responsible Accounting Officer.

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

All GST payments have been made and adequate management arrangements and internal controls are in place to enable Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.

Recommendation

That the Goods and Services Tax Certificate for the period 1 May 2008 to 30 April 2009 be approved and signed by the Mayor, another Councillor, the General Manager and the Responsible Accounting Officer.

F9/09

Attachment/s:

1. Goods and Services Tax Certificate

F9/09

RANDWICK CITY COUNCIL

GOODS AND SERVICES TAX CERTIFICATE

Payment of Voluntary GST 1 May 2008 to 30 April 2009

To assist compliance with Section 114 of the Commonwealth Constitution, we certify that:

- Voluntary GST has been paid by Randwick City Council for the period 1 May 2008 to 30 April 2009.
- Adequate management arrangements and internal controls were in place to enable the Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.
- No GST non-compliance events by the Council were identified by or raised with the Australian Taxation Office.

Signed in accordance with a resolution of Council made on 12 May 2009.

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Clr Bruce Notley-Smith
MAYOR

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.....
COUNCILLOR

.....

Ray Brownlee
GENERAL MANAGER

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Geoff Banting
RESPONSIBLE ACCOUNTING OFFICER

F9/09

Finance Report No. F10/09



Subject: Monthly Financial Report as at 31 March 2009
Folder No: F2008/00495
Author: Mitchel Woods, Senior 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 Council as at 31 March 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 31 March 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 31 March 2009 be noted.

Attachment/s:

1. Income Statements, Source and Application of Funds for the period ended 31 March 2009
2. Balance Sheet as at 31 March 2009

F10/09



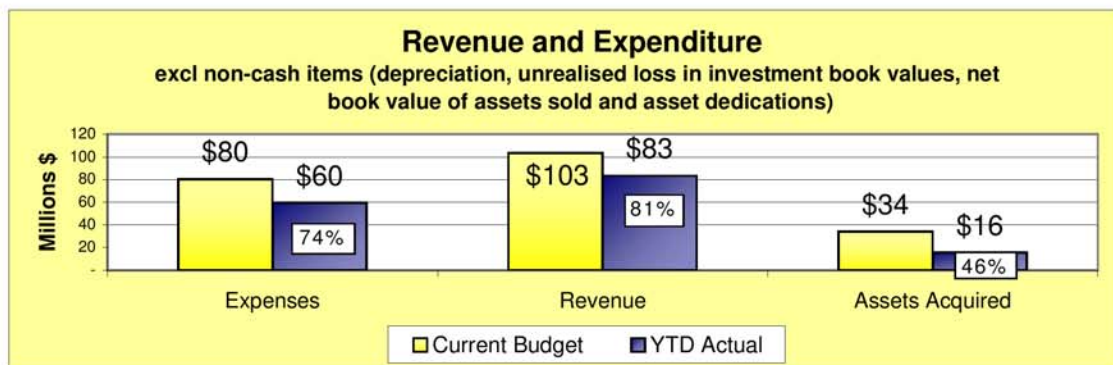
INCOME STATEMENT

for the financial year as at 31 MARCH 2009

% OF YEAR EXPIRED AT 31 Mar 2009	75%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/ Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	40,465	40,641	29,371	72.27%
Borrowing Costs	1	1		3.70%
Materials & Contracts	25,046	28,292	21,338	75.42%
Depreciation & Amortisation	16,567	16,567	12,504	75.48%
Other Operating Expenses	10,947	11,304	8,885	78.60%
Internal Charges	-	-	(41)	N/A
Total Expenses from Continuing Operations	93,026	96,806	72,057	74.43%
REVENUE FROM CONTINUING OPERATIONS				
Rates & Annual Charges	69,090	69,704	52,994	76.03%
User Charges & Fees	10,546	11,252	8,995	79.95%
Interest	3,200	2,492	90	3.59%
Other Operating Revenue	6,982	7,066	4,707	66.62%
Operating Grants and Contributions	5,603	6,278	5,322	84.77%
Capital Grants & Contributions	3,308	3,820	2,903	75.99%
Assets Dedicated	25,547	25,547	1,350	5.28%
Gain/(Loss) on Disposal of Assets	2,315	2,807	(3,052)	-108.75%
Total Revenue from Continuing Operations	126,592	128,965	73,309	56.84%
Net Operating Result - Surplus/ (Deficit)	33,566	32,159	1,252	
FUNDING STATEMENT				
SOURCE OF FUNDS				
Surplus (Deficit) from Operations - Accrual	33,566	32,159	1,252	3.89%
Add Back Non-Funded Transactions included in Operations above				
- Depreciation	16,567	16,567	12,504	75.48%
- Sales of Assets (Book Value)	-	-	5,036	N/A
- Transfer from Internal Reserves	4,974	9,651	5,337	55.29%
- Transfer from External Reserves	25,717	29,116	17,666	60.67%
- Unrealised Gain/Loss on Market Value of Investment	-	-	1,969	N/A
Net Funds Available	80,823	87,493	43,764	50.02%
APPLICATION OF FUNDS				
Assets Acquired	28,045	34,242	15,734	45.95%
Assets Dedicated	25,547	25,547	1,350	5.28%
Transfer to Internal Reserves	3,992	4,010	2,893	72.14%
Transfer to External Reserves	23,134	23,672	19,669	83.09%
Total Funds Applied	80,719	87,471	39,646	45.33%
Total Funds Surplus/ (Deficit)	104	22	4,117	

F10/09



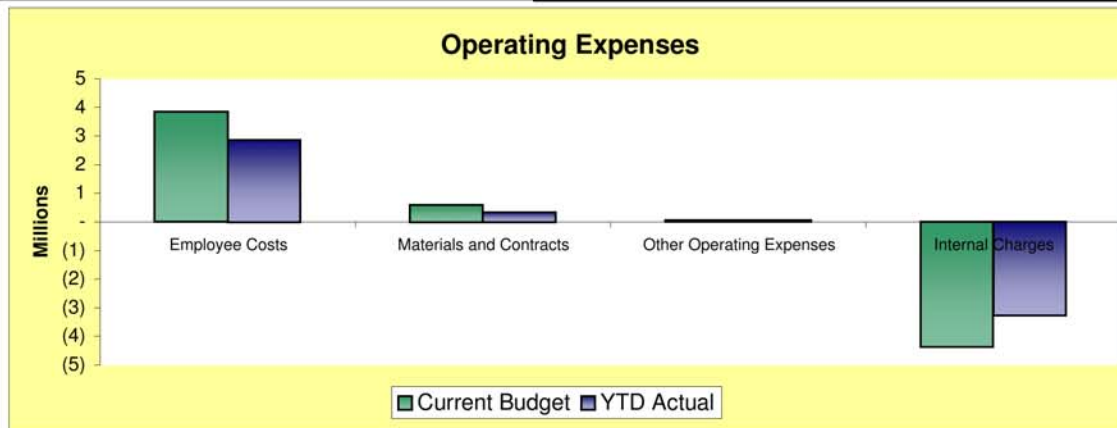


OFFICE OF THE GENERAL MANAGER INCOME STATEMENT

for the financial year as at 31 MARCH 2009

% OF YEAR EXPIRED AT 31 Mar 2009	75%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/ Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	3,832	3,850	2,862	74.33%
Materials and Contracts	461	590	347	58.73%
Other Operating Expenses	60	61	58	95.78%
Internal Charges	(4,387)	(4,387)	(3,290)	75.00%
Total Expenses from Continuing Operations	(34)	114	(24)	-21.06%
REVENUE FROM CONTINUING OPERATIONS				
Operating Grants & Contributions	-	18	34	190.61%
Total Revenue from Continuing Operations	-	18	34	190.61%
Net Operating Result - Surplus/ (Deficit)	34	(96)	58	
CAPITAL PURCHASES (NOT INCLUDED IN COSTS ABOVE)				
CAPITAL PURCHASES				
Total Capital Purchases	-	-	-	



F10/09



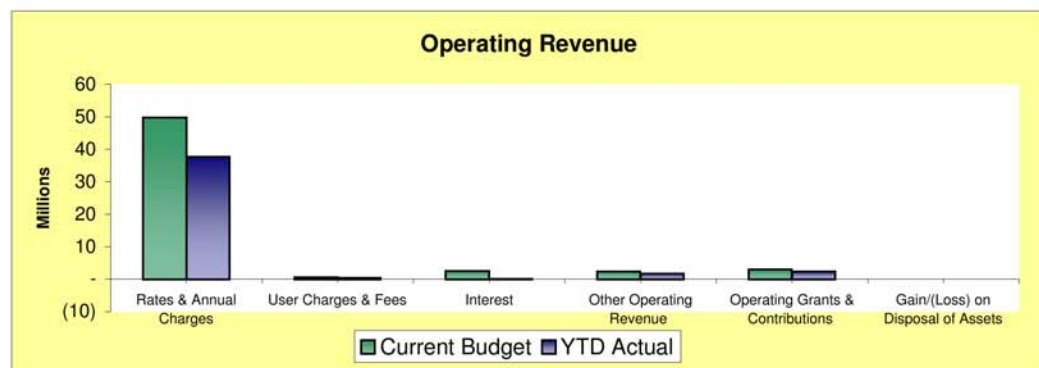
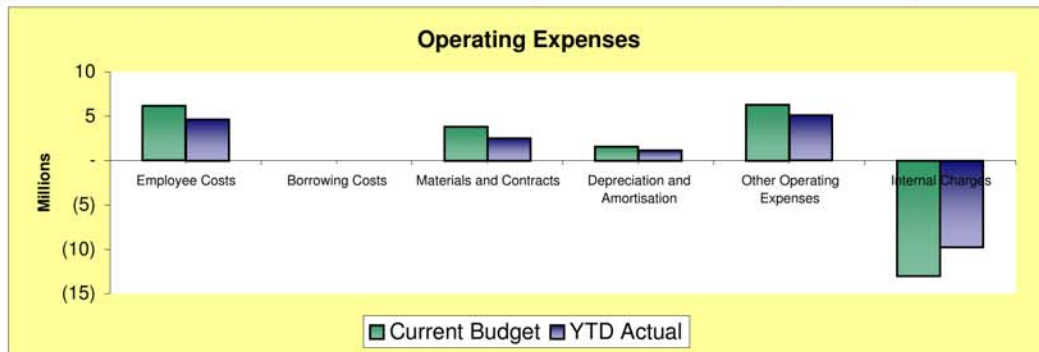
GOVERNANCE & FINANCIAL SERVICES INCOME STATEMENT

for the financial year as at 31 MARCH 2009

% OF YEAR EXPIRED AT 31 Mar 2009	75%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/ Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	6,097	6,148	4,663	75.84%
Borrowing Costs	1	1		3.70%
Materials and Contracts	3,533	3,800	2,564	67.49%
Depreciation and Amortisation	1,577	1,577	1,165	73.84%
Other Operating Expenses	6,151	6,343	5,122	80.75%
Internal Charges	(13,070)	(13,020)	(9,757)	74.93%
Total Expenses from Continuing Operations	4,290	4,848	3,757	77.50%
REVENUE FROM CONTINUING OPERATIONS				
Rates & Annual Charges	49,518	49,806	37,734	75.76%
User Charges & Fees	426	579	405	69.90%
Interest	3,185	2,470	52	2.12%
Other Operating Revenue	2,338	2,377	1,753	73.76%
Operating Grants & Contributions	2,772	2,964	2,360	79.64%
Gain/(Loss) on Disposal of Assets	-	-	(1)	N/A
Total Revenue from Continuing Operations	58,240	58,195	42,303	72.69%
Net Operating Result - Surplus/ (Deficit)	53,950	53,347	38,546	
CAPITAL PURCHASES (NOT INCLUDED IN COSTS ABOVE)				
CAPITAL PURCHASES				
Total Capital Purchases	624	1,130	512	45.34%
<i>Detail as following:</i>				
Office Equipment, Furniture and Fittings	-	2	-	0.00%
IT Capital Projects	556	1,059	480	45.29%
IT Equipment	68	68	33	47.77%

F10/09

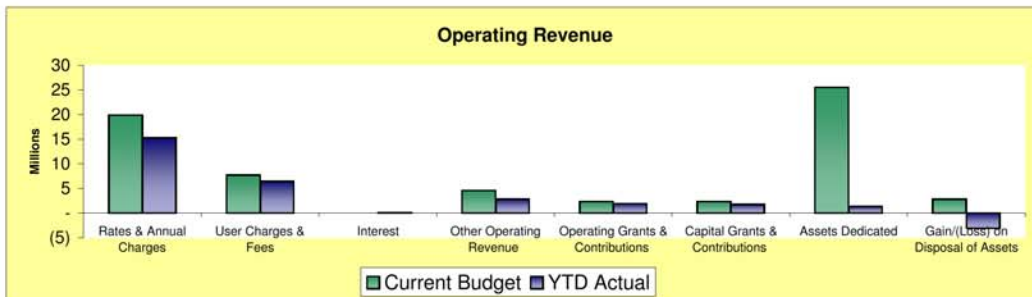
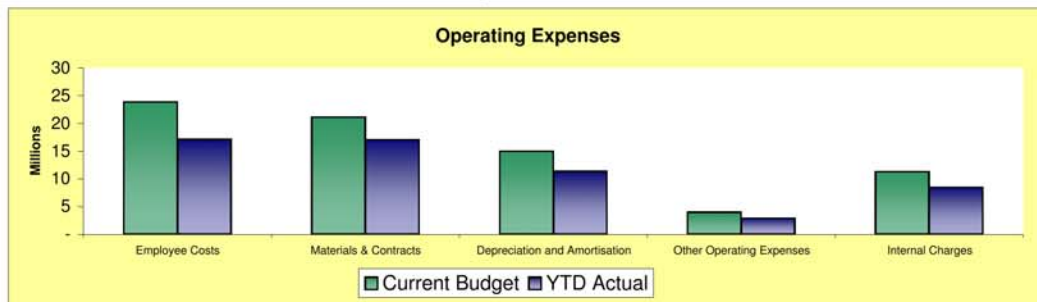




CITY SERVICES
INCOME STATEMENT
for the financial year as at 31 MARCH 2009

% OF YEAR EXPIRED AT 31 Mar 2009	75%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/ Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	23,758	23,847	17,116	71.77%
Materials & Contracts	18,998	21,138	17,058	80.70%
Depreciation and Amortisation	14,988	14,988	11,335	75.63%
Other Operating Expenses	3,830	3,978	2,869	72.14%
Internal Charges	11,347	11,297	8,441	74.71%
Total Expenses from Continuing Operations	72,921	75,248	56,819	75.51%
REVENUE FROM CONTINUING OPERATIONS				
Rates & Annual Charges	19,572	19,898	15,260	76.69%
User Charges & Fees	7,103	7,734	6,440	83.26%
Interest	15	22	37	166.45%
Other Operating Revenue	4,579	4,579	2,833	61.86%
Operating Grants & Contributions	1,954	2,353	1,897	80.60%
Capital Grants & Contributions	2,108	2,357	1,758	74.56%
Assets Dedicated	25,547	25,547	1,350	5.28%
Gain/(Loss) on Disposal of Assets	2,315	2,793	(3,065)	-109.74%
Total Revenue from Continuing Operations	63,194	65,284	26,509	40.61%
Net Operating Result - Surplus/(Deficit)	(9,727)	(9,963)	(30,311)	
CAPITAL PURCHASES (NOT INCLUDED IN COSTS ABOVE)				
CAPITAL PURCHASES				
Total Capital Purchases	52,650	57,947	16,396	28.30%
<i>Detail as following:</i>				
Office Equipment, Furniture and Fittings	15	18	6	34.13%
Des Renford Aquatic Centre	-	115	126	109.19%
Library Resources	378	351	278	78.98%
Plant & Equipment Purchases	4,764	4,762	3,068	64.42%
Contaminated Site Management	2,350	3,768	1,662	44.11%
Vehicular Access	600	634	323	50.92%
Parks Construction Projects	6,303	8,682	3,095	35.65%
Roads Construction Projects	7,619	7,684	4,704	61.22%
Drainage Construction Projects	1,144	1,177	211	17.92%
Building Construction Projects	3,930	4,369	791	18.10%
Other Capital Purchases	-	839	783	93.30%
Asset Dedications	25,547	25,547	1,350	5.28%



F10/09



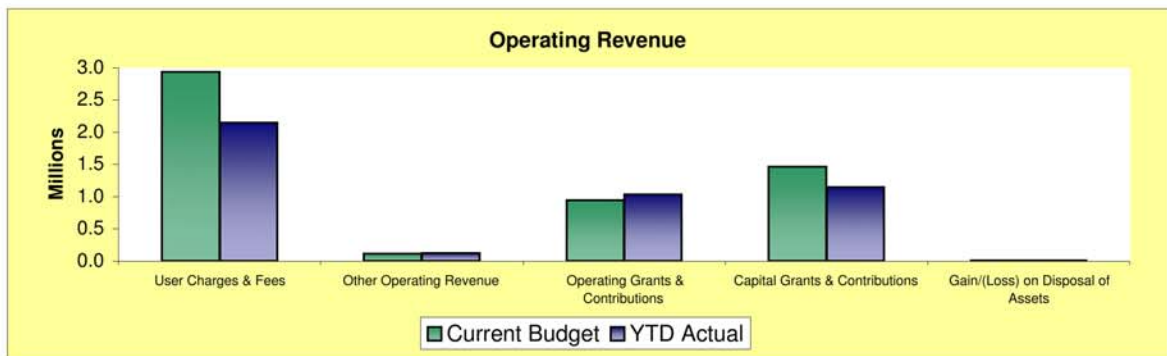
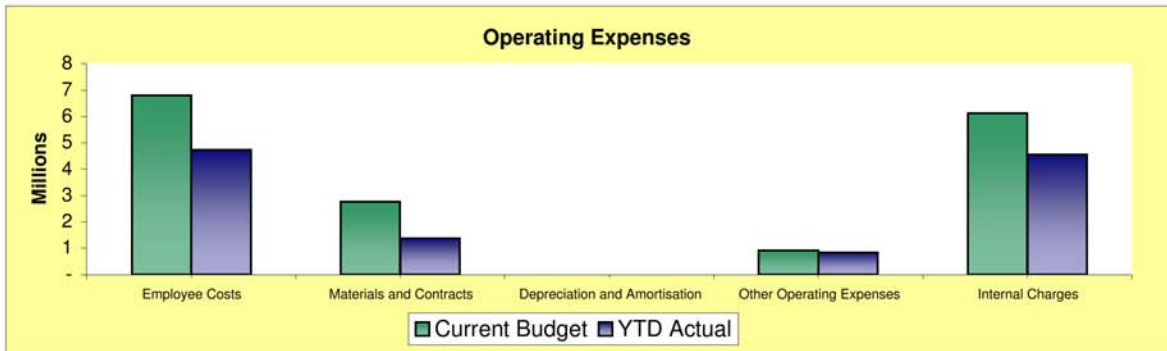
CITY PLANNING INCOME STATEMENT

for the financial year as at 31 MARCH 2009

% OF YEAR EXPIRED AT 31 Mar 2009	75%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/ Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	6,778	6,797	4,730	69.60%
Materials and Contracts	2,054	2,765	1,369	49.51%
Depreciation and Amortisation	1	1	4	325.08%
Other Operating Expenses	907	923	835	90.46%
Internal Charges	6,110	6,110	4,566	74.72%
Total Expenses from Continuing Operations	15,850	16,597	11,504	69.32%
REVENUE FROM CONTINUING OPERATIONS				
User Charges & Fees	3,017	2,939	2,151	73.20%
Other Operating Revenue	65	110	122	110.69%
Operating Grants & Contributions	876	943	1,031	109.32%
Capital Grants & Contributions	1,200	1,463	1,145	78.30%
Gain/(Loss) on Disposal of Assets	-	14	14	100.00%
Total Revenue from Continuing Operations	5,158	5,468	4,462	81.62%
Net Operating Result - Surplus/ (Deficit)	(10,691)	(11,129)	(7,042)	
CAPITAL PURCHASES (NOT INCLUDED IN COSTS ABOVE)				
Capital Purchases				
Total Capital Purchases	318	712	176	24.67%
<i>Detail as following:</i>				
Office Equipment, Furniture and Fittings	4	-	-	N/A
Sustaining Our City Capital Projects	314	712	176	24.67%

F10/09





BALANCE SHEET

as at 31 MARCH 2009

	Actual as at 30 June 2008 (\$'000s)	Actual as at 31 March 2009 (\$'000s)
CURRENT ASSETS		
Cash, Cash Equivalents & Investments	37,792	40,781
Receivables	4,339	456
Inventories	363	326
Other	127	108
TOTAL CURRENT ASSETS	42,621	41,671
NON-CURRENT ASSETS		
Infrastructure, Property, Plant & Equipment	2,055,394	2,054,938
TOTAL NON-CURRENT ASSETS	2,055,394	2,054,938
TOTAL ASSETS	2,098,015	2,096,609
CURRENT LIABILITIES		
Payables	10,667	7,875
Provisions & Prepayments	13,627	13,761
TOTAL CURRENT LIABILITIES	24,294	21,636
NON-CURRENT LIABILITIES		
Payables		
Provisions & Prepayments	129	129
TOTAL NON-CURRENT LIABILITIES	129	129
TOTAL LIABILITIES	24,423	21,765
NET ASSETS	2,073,592	2,074,844
EQUITY		
Retained Earnings	1,952,729	1,953,981
Revaluation Reserves	120,863	120,863
TOTAL EQUITY	2,073,592	2,074,844

F10/09

Finance Report No. F11/09



Subject: Contingency Fund - status as at 30 April 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

F11/09

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

F11/09

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
TOTAL:		\$160,740.10

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.

F11/09

Recommendation

That the report be received and noted.

Attachment/s:

Nil

F11/09