

**ORDINARY MEETING OF COUNCIL
14 SEPTEMBER 2009**

3	IN PRINCIPLE APPROVAL OF THE UNAUDITED SECTION 2008/09 ANNUAL REPORT
LOCATION/ADDRESS:	N/A
RESPONSIBLE GENERAL MANAGER:	MARK BRADY, GENERAL MANAGER CORPORATE SERVICES
AUTHOR:	MURRAY CHICK, COORDINATOR GOVERNANCE
FILE NO.:	68/02/04-09
ATTACHMENTS:	DRAFT OF 2008/2009 ANNUAL REPORT UNAUDITED SECTION

1. EXECUTIVE SUMMARY

- 1.1. Council has a statutory obligation to prepare an annual report that is in accordance with section 131 of the Local Government Act 1989 (the Act). The annual report must be lodged with the Minister by 30 September each year.
- 1.2. Council is being requested to give in principle approval of the draft unaudited section of the 2008/09 annual report. Council is also required to publicly consider the report after it has been sent to the Minister. A further report to this effect will be presented to Council at the 26 October 2009 Ordinary Council meeting.
- 1.3. In principle approval of the performance statement and financial statements (i.e. the audited section of the annual report) has been dealt with in a separate report presented to a Special Council meeting held on 31 August 2009.

2. RECOMMENDATION

- 2.1. That Council gives in principle approval to the unaudited section of the 2008/09 annual report.

3. BACKGROUND AND CONTEXT

- 3.1. The Council's annual report must include a report of its operations, audited standard statements, audited financial statements and an audited performance statement.
- 3.2. The Council is now in a position to review and give in principle approval to the general contents and structure of the 2008/09 annual report prior to its publication. There is an opportunity to make further changes to this document prior to it being submitted to the Minister by 30 September 2009.
- 3.3. The content of the annual report, in the main, is governed by legislative requirements. The Annual Report will also incorporate the 2008/09 Annual Snapshot. The document will be colour, be A4 in size, the style will be similar to the recently adopted 2009 – 2013 Council Plan and will be printed on recycled paper. A copy of the Annual Report will be housed on Council's website and large print copies will also be produced on request. Copies will also be produced for libraries, ASSIST centres and upon request from interested parties.

4. CONSULTATION AND STAKEHOLDERS

- 4.1. The 2008/09 annual report has been compiled from information received across the organisation. A draft of the proposed contents has been circulated to the Executive Management Team. Further feedback received can be incorporated into the report prior to submission to the Minister.

5. IMPLEMENTATION

5.1. OPTIONS

- 5.1.1. The Council can either give in principle approval to the Annual Report as attached or amend the Annual Report as required.

5.2. ALIGNMENT TO COUNCIL PLAN

- 5.2.1. The production of the 2008/09 Annual Report is consistent with Council's key direction of "Engaging and governing the city" as contained in the Port Phillip Council Plan 2009 – 2013.

5.3. POLICY IMPLICATIONS PLAN

- 5.3.1. The Act requires Councils to produce an Annual Report containing specified information and to submit this to the Minister by 30 September annually.

5.4. FINANCE / RESOURCE IMPLICATIONS

- 5.4.1. The general approach in producing the Annual Report is to minimise costs and maximize readability.

5.5. LEGAL & RISK IMPLICATIONS

- 5.5.1. Council has a legal obligation to submit its 2008/09 Annual Report to the Minister by 30 September 2009. A failure to submit by the due date will result in this being published in the Annual Report of the Department of Planning and Community Development.
- 5.5.2. Council is required to comply with section 131 of the Local Government Act 1989 and in addition the Local Government (Finance & Reporting) Regulations 2004 prescribes further information that is required to be included in an annual report.
- 5.5.3. In accordance with statutory requirements, the Council must consider the published 2008/09 annual report (i.e. present the report to the public) within one month of forwarding the report to the Minister. A further report will therefore be presented to the Council meeting on 26 October 2009.

6. IMPLEMENTATION STRATEGY

6.1. TIMELINE

- 6.1.1. Following the Council's in principle approval of the contents, officers will ensure that any amendments to the proposed contents are incorporated and will forward a copy, inclusive of the audited 2008/09 performance statement and financial statements, to the Minister for Local Government by 30 September 2009.

6.2. COMMUNICATION

- 6.2.1. As required by the Local Government Act, public notice will be given advising that the 2008/09 annual report is available for public inspection.
- 6.2.2. The report will include translated paragraphs to direct non-English readers to contact the Council's multi-lingual link for information about the document or the Council's services in general.

7. OFFICER DIRECT OR INDIRECT INTEREST

- 7.1. No officers involved in the preparation of this report have any direct or indirect interest in the matter.