

**SPECIAL COUNCIL MEETING
10 SEPTEMBER 2007**

2	IN PRINCIPLE APPROVAL OF THE UNAUDITED SECTION 2006/07 ANNUAL REPORT
LOCATION/ADDRESS:	N/A
RESPONSIBLE EXECUTIVE DIRECTOR:	SALLY CALDER, EXECUTIVE DIRECTOR ORGANISATION SYSTEMS AND SUPPORT
AUTHOR:	MURRAY CHICK, COORDINATOR GOVERNANCE
FILE NO.:	68/02/04-08
ATTACHMENTS:	DRAFT OF 2006/2007 ANNUAL REPORT UNAUDITED SECTION <i>(ATTACHMENT TO BE DISTRIBUTED LATE)</i>

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 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 2006/07 annual report. Council is 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 as an Order of the Day to the 22 October 2007 Council meeting.
- 1.3. Approval of the performance statement and financial statements (i.e. the audited section of the annual report) is being dealt with in a separate report to this meeting.

2. BACKGROUND AND CONTEXT

- 2.1. The Council's annual report must include a report of its operations, audited standard statements, audited financial statements and an audited performance statement.
- 2.2. The Council is now in a position to review and give in principle approval to the general contents and structure of the 2006/07 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 2007.

3. RECOMMENDED OPTION

3.1. It is recommended that Council give in principle approval of the draft unaudited section of the 2006/07 annual report as attached.

3.2. Criterion for recommendation

3.2.1. The content of the annual report, in the main, is governed by legislative requirements. The document will be four colour and will be complementary in design with the recently produced Council Plan. Two hundred plus five large print copies will be produced with the opportunity to print more as needed at minimal cost. A copy will also be housed on Council's website.

3.2.2. As was the case last year a colour summary document (i.e. annual snapshot) will be produced acting as a supporting document to the full annual report. It will be distributed as a Divercity insert in the October edition and in a direct mail out to ratepayers who do not live in the municipality. The contents of the snapshot are currently being prepared and consultation will be undertaken with the Mayor and Chief Executive Officer.

3.3. Sustainability assessment

Social Pillar	<ul style="list-style-type: none"> • The annual report and annual snapshot are important tools for telling the Council's "story" and communicating what services it provides to the community. • Translations will advise people from four main language groups of what the report covers. • 5 large print copies of the report will assist people with visual impairments.
Economic Pillar	<ul style="list-style-type: none"> • The general approach will be to minimise production costs while maximising the readability and usability of the report.
Environmental Pillar	<ul style="list-style-type: none"> • Recycled stock will be used for the annual report.
Cultural Pillar	<ul style="list-style-type: none"> • The report includes a specific section addressing decision-making and consultation, which helps promote active governance and participation. • The contents also emphasize and support the Council's commitment to providing open and transparent reporting to the community and meeting all our statutory reporting responsibilities.

3.4. Policy and legislative implications

3.4.1. 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.

3.4.2. 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.

3.5. Risk implications

Council has a legal obligation to provide the Minister with a copy of the 2006/07 annual report by 30 September 2007.

3.6. Resource implications

Council has approved a budget for the preparation and distribution of the 2006/07 annual report and annual snapshot. It is anticipated that the annual report will cost in the order of \$20k and the annual snapshot will cost approximately \$8k.

4. ALTERNATIVE OPTIONS

Council can further modify the contents of the draft 2006/07 annual report by outlining the changes it requires to the proposed contents and these will be incorporated into the copy sent to the Minister by 30 September 2007.

5. PARTICIPATION AND ENGAGEMENT

Internal

The 2006/07 annual report has been compiled from information received across the organisation. In addition a draft of the proposed contents was presented to Councillors and the Executive Team at a briefing held on 10 September 2007. Feedback received will be incorporated into the report.

6. IMPLEMENTATION

- 6.1. 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 2006/07 performance statement and financial statements, to the Minister for Local Government by 30 September 2007. Officers will then proceed with the design, production, publication and distribution of a published version of the 2006/07 annual report and annual snapshot. As required by the Local Government Act, public notice will be given advising that the 2006/07 annual report is available for public inspection.
- 6.2. In accordance with statutory requirements, the Council must consider the published 2006/07 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 as an Order of the Day to the Council meeting on 22 October 2007.
- 6.3. Officers will liaise closely with the Mayor and Chief Executive Officer regarding preparation of the annual snapshot summary document. The annual snapshot will be distributed as a Divercity insert (October edition) and in a direct mail out to ratepayers who do not live in the municipality.

7. RECOMMENDATION

That Council give in principle approval to the unaudited section of the 2006/07 annual report and directs officers to proceed with its publication.