

CCS685: ANNUAL REPORT 2023/24

Proponent / Owner	: City of Albany
Attachments	: City of Albany Annual Report 2023-24 (including the Annual Financial Report & Independent Auditors Report for the year ended 30 June 2024)
Report Prepared By	: Communications Coordinator Manager Finance
Responsible Officers:	: Executive Director Community Services Executive Director Corporate & Commercial Services

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan and Corporate Business Plan:
 - **Pillar:** Leadership.
 - **Outcome:** Proactive, visionary leaders who are aligned with community needs and values.
 - **Outcome:** A well-informed and engaged community.

In Brief:

- Council is requested to accept the City of Albany Annual Report 2023-24 and approve the proposed date of the Annual Electors Meeting.

RECOMMENDATION

CCS685: AUTHORISING OFFICER RECOMMENDATION VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

- (1) In accordance with the requirements of section 5.54 of the *Local Government Act 1995* **ACCEPT** the City of Albany Annual Report 2023-2024 (which includes the Annual Financial Report and the Independent Auditors Report for the period ending 30 June 2024).
- (2) In accordance with section 5.27 of the Act, **GIVE NOTICE** that the Annual Electors Meeting to receive the City of Albany Annual Report 2023-2024 and other General Business will be held at 6:30 pm on Thursday 6 February 2025 at the City of Albany Council Chambers, 102 North Road, Albany.

BACKGROUND

2. The City of Albany is required to prepare annual financial reports in compliance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.
3. Statutory annual reporting obligations under the Local Government (Administration) Regulations include disclosing:
 - a. The number of employees within specified salary bands.
 - b. The attendance of elected members at council and committee meetings.
4. In addition to fulfilling these legislative requirements, the City of Albany uses the opportunity to publish a comprehensive report highlighting its activities and achievements for the financial year.

DISCUSSION

Annual Report and Electors Meeting

5. In accordance with Section 5.27 of the Act, an Annual Electors Meeting must be held no later than 56 days after the local government accepts the Annual Report. At least 14 days of public notice for the meeting must also be provided.
6. The Annual Electors Meeting is scheduled for Thursday, 6 February 2025, at the City of Albany Council Chambers, 102 North Road, Albany. Staff will ensure that public notice is given 14 days in advance, as required by Section 5.27 of the Act.
7. The Act and associated regulations mandate specific content for inclusion in the Annual Report, such as:
 - a. A report from the Mayor and CEO.
 - b. An overview of the district's future plan, including major initiatives for the coming financial year (per Section 5.56 of the Act).
 - c. Reports under Section 29(2) of the *Disability Services Act 1993*.
 - d. A record of complaints in the Complaints Register.
 - e. An attendance register for Elected Members.
 - f. A count of employees earning \$130,000 or more annually.
 - g. Details of grants and contributions for asset renewal.
 - h. Information on major land and trading undertakings.

2023–24 Annual Report Highlights

8. The format of the City of Albany's Annual Report was revised last year to include more information from various City departments.
9. In the 2023–24 Annual Report, departments are organised into 14 distinct categories, an increase from 13 in the previous year. Events were separated into their own category due to the expansion of relevant information.
10. Key highlights in the 2023–24 Annual Report include:
 - a. North Road/Sanford Road Roundabout.
 - b. Princess Royal Fortress 35th Anniversary.
 - c. Annette Knight Medal.
 - d. Marine Drive Pathway.
 - e. Retail Trading Hours.
 - f. Local Planning Scheme No. 2.
 - g. Planning for Albany 2026.
11. The 2023–24 Annual Report links to the Strategic Community Plan, summarising outcomes under the key themes of People, Planet, Place, Prosperity, and Leadership through the Corporate Business Plan reporting framework.
12. This reporting framework has been consistently used throughout the year to update Council on progress regarding key projects and initiatives in the Corporate Business Plan, ensuring consistency in the Annual Report.

GOVERNMENT & PUBLIC CONSULTATION

13. **Annual Electors Meeting:** Public consultation will be facilitated through the Annual Electors Meeting. Local public notice must be provided at least 14 days before the meeting, and the Annual Report will be published on the City's official website (www.albany.wa.gov.au).
14. **Statutory Consultation:** Details of the statutory government and public consultation are outlined in the Statutory Implications section of this report.

STATUTORY IMPLICATIONS

15. **Audit Requirement:** In accordance with Section 7.9 of the Act, an audit must examine the accounts and Annual Financial Report prepared for the Mayor, the CEO, and the Minister.
16. **Audit and Risk Committee Review:** As outlined in the Audit and Risk Committee Terms of Reference, the Audit and Risk Committee is responsible for reviewing the audit report and providing appropriate recommendations to the Council. A draft of the Annual Financial Report was circulated to the Audit and Risk Committee in preparation for a meeting scheduled for 9 December 2024. Unfortunately, the meeting was not held due to member absences, and as a result, no formal recommendations on the report have been proposed to the Council.
17. **Audit Exit Meeting:** An audit exit meeting between the City of Albany, the Office of the Auditor General, and the contracted auditor, KPMG, took place at 5:00 PM on Monday, 9 December 2024. During this meeting, the City of Albany was informed that an unqualified audit report would be recommended to the Auditor General.
18. This meeting was attended by the Mayor, Deputy Mayor Councillor Terry and Councillor Traill, CEO, EDCCS, and the Manager Finance.
19. **Annual Report Acceptance Timeline:** Section 5.54 of the Act specifies that the Annual Report, which includes the auditor's report, must be accepted by the local government within two months of the auditor's report becoming available.
20. **Electors Meeting Requirement:** In compliance with Section 5.27 of the Act, an Annual Electors Meeting must be held once per financial year, no later than 56 days after the local government accepts the Annual Report. This meeting also addresses any other nominated general business.
21. **Public Notice Requirement:** The CEO must provide at least 14 days' local public notice of the Electors Meeting.
22. **Disability Access and Inclusion Plan Reporting:** Under Section 29(2) of the *Disability Services Act 1993*, local governments with a Disability Access and Inclusion Plan must include a report on its implementation in the Annual Report prepared under Section 5.53 of the Act.
23. **Voting Requirement for Acceptance:** The voting requirement for accepting the Annual Report is an **Absolute Majority**.

POLICY IMPLICATIONS

24. This report has no policy implications.

RISK IDENTIFICATION & MITIGATION

25. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Statutory Non-Compliance. <i>Council does not accept the Annual Report.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>City officers will work collaboratively with the Council to achieve acceptance. If necessary, an alternate date will be set to ensure compliance with prescribed timelines under the Act.</i>
Reputation. <i>Lack of community engagement.</i>	<i>Possible</i>	<i>Insignificant</i>	<i>Low</i>	<i>Public notice of the Annual Electors Meeting will be widely disseminated, including publication in local newspapers, on the City's website, and community notice boards.</i>

FINANCIAL IMPLICATIONS

26. This report has no impact on the budget or financial considerations.

LEGAL IMPLICATIONS

27. The unqualified auditor's report confirms there are no legal implications associated with this matter.

ENVIRONMENTAL CONSIDERATIONS

28. There are no direct environmental considerations related to this item.

ALTERNATE OPTIONS

29. Council has the following options regarding the Annual Report:
- Accept it as presented.
 - Accept it with modifications.
 - Reject it entirely.

SUMMARY CONCLUSION

30. Since the auditor's report raises no concerns, it is recommended that Council adopt the Authorising Officer's Recommendation.

Consulted References	:	<ul style="list-style-type: none"><i>Local Government Act 1995</i> (the Act);<i>Local Government (Administration) Regulations 1996</i>
File Number (Name of Ward)	:	<ul style="list-style-type: none">IM.PUB.24 (All Wards) – Publication - Annual Budget – City of AlbanyFM.MEE.3 (All Wards) – Meetings – Audit & Risk Committee
Previous Reference	:	<ul style="list-style-type: none">OCM: AR140 19/12/2023OCM: CCS606 27/02/2024Annual Meeting of Electors: 20/03/2024