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# AGENDA

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## SPECIAL COUNCIL MEETING

**Monday 19 February 2018**

6.00pm

City of Albany  
Council Chambers

(102 North Road Yakamia WA 6330)

## CITY OF ALBANY COMMUNITY STRATEGIC PLAN (ALBANY 2023)



### NOTICE OF A SPECIAL COUNCIL MEETING

His Worship the Mayor and Councillors

A Special Meeting of Council for the City of Albany will be held on **Monday 19 February 2018** in the Council Chambers, North Road, Yakamia commencing at **6.00pm**.

The purpose of the meeting is to consider:

Report AR033: Annual Report 2016-17 and to set the date of the Annual General Meeting of Electors.

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Andrew Sharpe  
**CHIEF EXECUTIVE OFFICER**

SPECIAL COUNCIL MEETING  
AGENDA – 19/02/2018

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**1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS:**

**2. OPENING PRAYER:**

*“Heavenly Father, we thank you for the peace and beauty of this area. Direct and prosper the deliberations of this Council for the advancement of the City and the welfare of its people. Amen.”*

*“We would like to acknowledge the Noongar people who are the Traditional Custodians of the Land.*

*We would also like to pay respect to Elders both past and present”.*

**3. PUBLIC QUESTION AND STATEMENT TIME:**

Each person asking questions or making comments at the Open Forum will be **LIMITED** to a time period of **4 MINUTES** to allow all those wishing to comment an opportunity to do so.

**4. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED):**

**Mayor** D Wellington

**Councillors:**

Breaksea Ward	R Hammond
Breaksea Ward	P Terry
Frederickstown Ward	G Stocks
Frederickstown Ward	R Stephens
Kalgan Ward	E Doughty
Kalgan Ward	B Hollingworth
Vancouver Ward	T Sleeman
Vancouver Ward	J Shanhun
West Ward	A Goode JP
West Ward	S Smith
Yakamia Ward	R Sutton
Yakamia Ward	A Moir

**Staff:**

Chief Executive Officer	A Sharpe
Executive Director Corporate Services	M Cole
Executive Director Community Services	S Kay
Executive Director Infrastructure & Environment	M Thomson
Executive Director Development Services	P Camins
Meeting Secretary	J Williamson

**Apologies:**

**5. DECLARATIONS OF INTEREST:**

Name	Report Number	Nature of Interest

**AR033: ANNUAL REPORT 2016-2017**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: <ul style="list-style-type: none"><li>• City of Albany Annual Report 2016/17 (which includes the City of Albany Annual Financial Report &amp; Independent Auditors Report for the year ended 30 June 2017)</li><li>• Audit &amp; Risk Committee Minute Report AR023 – 19/12/2017</li></ul>
<b>Report Prepared By</b>	: Manager Governance & Risk (S Jamieson) Communications Manager (N Watson)
<b>Responsible Officers:</b>	: Executive Director Corporate Services (M Cole) Executive Director Community Services (S Kay)

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan and Corporate Business Plan:
  - a. **Theme: 1. Leadership.**
  - b. **Objectives: 1.1** To establish and maintain sound business and governance structures.
  - c. **Community Priority: 1.1.2.** Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflect the level of associated risk and are adequately explained to community.

**In Brief:**

- Consider the acceptance of the City of Albany Annual Report 2016/17.
- Set the proposed date for the conduct of the Annual General Meeting of Electors meeting.

**AR033: RESPONSIBLE OFFICER RECOMMENDATION  
VOTING REQUIREMENT: SIMPLE 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 2016/17 (which includes the Auditors Report).
- (2) In accordance with section 5.27 of the Act, the Annual General Meeting of Electors for the purpose of receiving the City of Albany Annual Report 2016/17 and other General Business as listed will be held on Tuesday 13 March 2018 at 6.00pm prior to the Corporate & Community Services Committee.

**BACKGROUND**

2. The City of Albany is required to prepare annual financial reports in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.
3. On the 19 December 2017, the Audit & Risk Committee resolved to:

“(1) *RECEIVE* the Independent Auditor’s Report for the year ended 30 June 2017 and *ACCEPT* the City of Albany Annual Financial Report for the year ended 30 June 2017, which forms part of the Annual Report 2016/17.

(2) *NOTE* that in accordance with the requirements of section 5.54 of the *Local Government Act 1995* (the Act) Council will be required to accept the City of Albany Annual Report 2016/17 at a Special Meeting of Council to be held on, or no later than the 19 February 2018.

*(3) NOTE that in accordance with section 5.27 of the Act, Council is required to set the date for the Annual General Meeting of Electors for the purpose of receiving the City of Albany Annual Report 2016/17 and other General Business as listed.*

*CARRIED 7-0"*

4. There are also statutory annual reporting requirements under the Local Government (Administration) Regulations, such as the disclosure of the number of employees within certain salary bands.
5. In meeting these legal requirements, progressive, pro-active and transparent local governments also take the opportunity to provide the community with a broad report profiling their activities and achievements for the financial year.
6. The City of Albany has traditionally published a small annual report that met reporting obligations.
7. The City's Communications Team researched annual reports for similar sized and other progressive local governments around the country for inspiration to improve the quality of the City's annual report and better reflect its standing as a Band 1 Local Government.
8. This culminated in a 2015-2016 report that was a first attempt at an improved and more engaging annual report for residents and ratepayers.
9. Our 2016-2017 design builds on this work to create a contemporary, personal document that is visually engaging and shows the good work and people at the City of Albany.

## **DISCUSSION**

### **Design**

10. The 2016-2017 Annual Report design reflects the 'Your City' branding to create its own identity while fitting into a family of documents that complement the broader 'Your City' campaign.
11. Its design is fun, visually engaging and personal while retaining a corporate feel that reflects a professional, innovative, modern and dynamic organisation.

### **Features**

#### **Images**

12. The Annual Report features an array of images that give a balanced visual representation of Albany's scenery, facilities, staff, community, activities, events and projects during the financial year.

#### **Infographics**

13. Infographics throughout the document reflect interesting statistics or snippets of information about our community, economy, projects or level of service delivery during the financial year. An infographic of the Centennial Park Sporting Precinct on Pages 54-55 is a highlight.

## **GOVERNMENT & PUBLIC CONSULTATION**

14. Post acceptance of the Annual Report (which includes the Annual Financial Report), Council is required to convene an Annual General Meeting of Electors as soon as practicable after the report has been accepted by the local government.
15. The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.
16. The recommended date for the Annual General Meeting of Electors is held on Tuesday 13 March 2018 at 6.00pm prior to the Corporate & Community Services Committee.

### STATUTORY IMPLICATIONS

17. In accordance with section 7.9 of the Act, an audit is required to examine the accounts and Annual Financial Report prepared for the Mayor, the CEO and the Minister.
18. Under the Audit and Risk Committee – Terms of Reference, the committee is to review the audit report and make appropriate recommendations to Council.
19. Section 5.54 of the Act, states in part: The Annual Report (which includes auditor’s report) is to be accepted by the local government no later than 2 months after the auditor’s report becomes available.
20. The auditor’s report was made available on 19 December 2017 at the Audit & Risk Committee meeting.
21. Section 5.27 of the Act, requires that a General Meeting of the electors of a district be held once every financial year, not more than 56 days after the local government accepts the annual report for the previous financial year, and any other nominated general business.
22. The CEO is required to give at least 14 days local public notice of an electors meeting.
23. The voting requirement of Council is Simple Majority.

### POLICY IMPLICATIONS

24. There are no policy implications related to this item

### 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
<b>Operational.</b> Management Audit Report not accepted by the Audit & Risk Committee.	Unlikely	Minor	Low	Audit & Risk Committee and Officers work with the auditors to address areas of concern to come to position of acceptance.
<b>Statutory Non-Compliance.</b> Council does not accept the Annual Report.	Unlikely	Minor	Low	City Officer will work with Council to come to a position of acceptance. Council set an alternate date to ensure compliance with the prescribed time period in accordance with the Act.
<b>Reputation.</b> Lack of community engagement.	Possible	Insignificant	Low	Notice of AGM published, but not limited to, newspapers circulating throughout the district, on the City’s website and notices placed on community notice boards.

### FINANCIAL IMPLICATIONS

26. There are no budget financial implications related to this report.

### LEGAL IMPLICATIONS

27. The City has received an unqualified auditor’s report, therefore there are no legal implications related to this report.

### ENVIRONMENTAL CONSIDERATIONS

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

**ALTERNATE OPTIONS**

29. The Committee may recommend to Council to accept or reject the Annual Financial Report.

**CONCLUSION**

30. As no matters of concern have been noted in the auditor’s report, it is recommended that the Responsible Officer’s Recommendation be adopted.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i> (the Act);</li> <li>• <i>Local Government (Administration) Regulations 1996</i>,</li> <li>• <a href="#">Local Government Operational Guidelines: Number 09 - The appointment, function and responsibilities of Audit Committees</a></li> </ul>
<b>File Number (Name of Ward)</b>	:	<ul style="list-style-type: none"> <li>• IM.PUB.24 (All Wards) – Publication - Annual Budget – City of Albany</li> <li>• FM.MEE.3 (All Wards) – Meetings – Audit &amp; Risk Committee</li> </ul>
<b>Previous Reference</b>	:	<ul style="list-style-type: none"> <li>• AR028 – OCM 6/12/2016</li> <li>• AR033 – Audit &amp; Risk Committee – 19/12/2017</li> </ul>



**6. CLOSURE OF MEETING**