

Subject: 2009/2010 Annual Report Timeline for Council

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Meeting Date: 24 June 2010

Report to COUNCIL for noting

SUMMARY

This report provides a summary of the key decision points and milestones related to the 2009/10 Annual Report and Annual Report Summary.

The report includes a table setting out what information will be provided to Councillors, when it will be provided and what response/ feedback is required.

RECOMMENDATIONS

That the Council

1. receives the report.

Harley Dibble
Team Leader (Planning & Performance)

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Community Planning & Development Manager

1. PURPOSE AND OBJECTIVE OF THE ANNUAL REPORT

The purpose of the Annual Report is to provide a comparison of the Council's actual performance (both financial and non-financial) for the 2009/10 year against that forecasted in its Ten Year Plan.

A key objective for the Annual Report and Annual Report summary is for Council to demonstrate how the revenue it received from rates and other income sources translated into projects, activities and services for the community during the 2009/10 year.

2. DECISION MAKING AND TIME LINES

A process has been developed for annual reporting to ensure that a cohesive, integrated and consistent report is produced. The aim of the process is to deliver a report that:

- meets the expectations and requirements of the elected members and the community
- complies with all legislative and regulatory requirements and obligations, and
- provides sufficient and adequate reporting against agreed performance measures.

A key part of the annual reporting process is for Council to make decisions on what needs to be included in the report and how it should be reported.

The Annual Report process includes a plan and timeline that aims to ensure that Elected members are provided with the best possible information at the right time so that informed decisions can be made. The information provided will include:

- What needs to be decided on?
- What decisions have already been made?
- What information is being provided to support the decision?
- What risks/ issues are associated with this decision?

The table below provides a brief summary of the key milestones and decision points and timing in the Annual Reporting process.

| Date | Meeting | Information to be Provided | Decision or Feedback Expected from Council |
|--------------|--|--|---|
| 24 June | Council | Report on Annual Report process and timelines | Elected Members approval and engagement with Annual Report Programme Plan |
| 29 July | Council | Annual Plan Summary options | Approval of preferred option |
| 26 August | Council | Report on Communitrak Results | For noting |
| 16 September | Finance & Monitoring Committee (Council) | Draft Annual Report and Summary reviewed by Finance & Monitoring Committee | Committee to provide feedback and amendments to draft Annual Report and Summary |
| 30 September | Council | Final Annual Report and Summary approved by Council | Approval |
| 29 October | n/a | Annual Report and Summary made publicly available | n/a |

3. SIGNIFICANCE

The control process for managing changes to the 2009/10 Annual Report and related budgets is not significant under Council's Significance Policy.

4. CONSULTATION

Under the LGA 2002, consultation is not required. However under section 98 Council is required to make its Annual Report and an Annual Report summary publicly available within one month of the Annual Report's adoption.

5. COMMUNITY OUTCOMES

The proposed control process will contribute to an Empowered Tairāwhiti. The Annual Report sets out how Council activities contributed to all of the district's community outcomes during the 2009/10 financial year.

6. LEVELS OF SERVICE

The Annual Report process will assist with the achievement of the following level of service:

- "compliance with statutory requirements for the Annual Report, including all audit requirements, and specified timeframes."

The Annual Report will include 2009/10 levels of service (LOS) performance results for all Council activities. The results will be compared against the Year 2 LOS targets in the Ten Year Plan 2009-19. Where targets have not been met, commentary will be provided on possible reasons why and measures planned to improve performance.

7. FINANCIAL

The controlled process will ensure a more efficient process and save Council money in terms of audit costs and staff time.

8. LEGAL

The Local Government Act (LGA) requires that Council must prepare an Annual Report and Annual Report summary; Schedule 10, Part 3 of the Act sets out the key requirements for the Annual Report.

9. POLICY

There are no policy implications.