

M22/5946 – CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2021-2022 (AMREC)
(ATTACHMENT)

Ward : All
 Category : Operational
 Subject Index : City of Melville Community Annual Report 2021-2022
 Customer Index : Not Applicable
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter.
 Previous Items : Item C21/5880 City of Melville Community Annual Report 2020-2021 – Ordinary Meeting of the Council 14 December 2021
 Works Programme : Not Applicable
 Funding : Not Applicable
 Responsible Officers : Marten Tieleman
 Chief Executive Officer

AUTHORITY / DISCRETION

DEFINITION

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>the substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes & policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

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KEY ISSUES / SUMMARY

- The finalised City of Melville Community Annual Report 2021-2022 is submitted for the Committee's consideration and recommendation to the Council for acceptance by absolute majority decision.
- The text and design component of the Community Annual Report 2021-2022 Part A, excluding the financial ratios, was provided to the Council through the Elected Member Bulletin (EMB) in November 2022.
- The Community Annual Report 2021-2022 Part A, together with the Community Annual Report 2021-2022 Part B (Annual Financial Report) includes all the information required by the *Local Government Act 1995 (WA)* and other relevant legislation.
- In accordance with the *Local Government Act 1995 (WA)* section 5.54, the annual report is to be accepted by absolute majority decision no later than 31 December 2022 after the close of the financial year.
- This matter was considered by the Financial Management, Audit, Risk and Compliance Committee meeting held 8 December 2022.

BACKGROUND

In accordance with Section 5.53(1) of the *Local Government Act 1995 (WA)* (the Act), a local government is required to prepare an annual report for each financial year, which is to include an annual financial report.

Section 5.54 of the Act requires that the annual report, inclusive of the annual financial report, be accepted by the local government no later than 31 December after that financial year, and that that decision is to be by absolute majority decision.

Section 5.27 of the Act specifies that a General Meeting of Electors is to be held within fifty-six (56) days after the local government accepts the annual report for the previous financial year. The annual report is required to be prepared and printed in time for that meeting.

Consistent with previous years, the format of this year's report consists of two parts which together comprise the City's annual report:

- Part A: a full text summary and unaudited financial ratios
- Part B: the audited annual financial report

DETAIL

The Community Annual Report 2021-2022 has been prepared and meets the requirements of the Act. It is designed to report against the *City of Melville Corporate Business Plan 2020-2024*. It also references and reinforces the importance of the *Strategic Community Plan 2020-2030*, which aligns with the Department of Local Government, Sport, and Cultural Industries Integrated Planning Framework.

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Section 5.53 of the Act requires the annual report to contain the following:

- a report from the Mayor;
- a report from the Chief Executive Officer (CEO);
- an overview of the plan for the future including major initiatives that are proposed to commence or to continue in the next financial year;
- the financial report for the financial year;
- the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year;
- such information as may be prescribed in relation to the payments made to employees;
- the auditor's report for the financial year;
- a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993* (WA);
- details of entries made under section 5.121 regarding complaints against Council Members;
 - the number of complaints recorded in the register of complaints; and
 - how the recorded complaints were dealt with; and
 - any other details that the regulations may require.
- such other information as may be prescribed

Section 19B of the *Local Government (Administration) Regulations 1996* (WA) requires the following information to be included in the Annual Report:

- the number of employees of the local government entitled to an annual salary of \$130,000 or more;
- the number of those employees with an annual salary entitlement that falls within each band of \$10,000 over \$130,000
- any remuneration and allowances paid by the local government under Schedule 5.1 clause 9 during the financial year
- any amount ordered under section 5.110(6)(b)(iv) to be paid by a person against whom a complaint was made under section 5.107(1), 5.109(1) or 5.114(1) to the local government during the financial year
- The remuneration paid or provided to the CEO during the financial year
- The number of council and committee meetings attended by each council member during the financial year
- If available, the gender, linguistic background, and country of birth of council members
- If available, the number of council members who are aged:
 - between 18 years and 24 years; and
 - between 25 years and 34 years; and
 - between 35 years and 44 years; and
 - between 45 years and 54 years; and
 - between 55 years and 64 years; and
 - over the age of 64 years;
- If available, the number of council members who identify as Aboriginal and or Torres Strait Islander
- details of any modification made to the local government's strategic community plan during the financial year
- details of any significant modification made to a local government's corporate business plan during the financial year

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The text of the Community Annual Report 2021-2022 Part A was developed from information gathered from all areas of the organisation and various corporate documents. This text was reviewed by the Chief Executive Officer and the Executive Leadership Team.

5946 Community Annual Report 2021-2022 Part A and B

The text and design component of the Community Annual Report 2021-2022 Part A, excluding the financial ratios, was provided to the Council through the Elected Member Bulletin (EMB) in November 2022.

Electors will be made aware that the full version of the annual report consists of two parts, and they can access them in the following ways:

- Part A: online on the City's website and limited numbers in hardcopy, available at the Annual General Meeting (AGM) of Electors and at City of Melville libraries.
- Part B: online on the City's website and available in hard-copy on request.

As per last year, Part A and Part B will not be professionally printed for distribution but will be available on the City's website and Part A in limited numbers in hard copy at City of Melville libraries.

The Council is required by Absolute Majority Decision to accept the complete version of Community Annual Report 2021-2022, inclusive of Parts A and B, by 31 December 2022 and prior to the Annual General Meeting (AGM) of Electors.

STAKEHOLDER ENGAGEMENT

In accordance with section 5.55 of the Act, the Chief Executive Officer (CEO) is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government. The notice will include comment that the full annual financial report is available on request.

I. COMMUNITY

No external public consultation has been carried out as the annual report is a report on the business activities of the City of Melville.

II. OTHER AGENCIES / CONSULTANTS

No consultation with other agencies/consultants has been carried out as the annual report is a report on the business activities of the City of Melville.

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STATUTORY AND LEGAL IMPLICATIONS

Section 5.27 of the Act specifies that a General Meeting of the Electors is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

Section 5.53 of the Act specifies requirements for information to be included in the annual report as noted within the detail of this report.

Regulation 19B of the *Local Government (Administration) Regulations 1996* (WA) requires additional information to be included in the annual report.

Section 5.54 of the Act specifies that the annual report for the financial year is to be accepted by the local government no later than 31 December 2022 after that financial year.

Section 5.55 of the Act specifies that the Chief Executive Officer 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.

FINANCIAL IMPLICATIONS

Funds have been provided in the 2021-2022 budget to enable graphic design, internal printing, promotion, and distribution of Part A of the annual report. As per last year, minimal hard copy annual reports will be published and will not be printed professionally. More sustainable methods such as access via the City's website will be used.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

Risk Statement & Consequence	Level of Risk	Risk Treatment
Not publishing an annual report in accordance with all relevant legal requirements and accounting standards would result in non-compliance with required legislative and regulatory requirements.	Moderate consequences which are likely, resulting in a High level of risk	Ensure the annual report conforms to all requirements through review of report by Executive Leadership Team, Managers and Governance.

POLICY IMPLICATIONS

There are no policy implications for the Council to consider as part of this report.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

There are no alternate options as the production and acceptance of the annual report is a legislative requirement.

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CONCLUSION

The text of the Community Annual Report 2021-2022 Part A is a succinct and accurate reflection of the activities undertaken by the City of Melville in the 2021-2022 financial year and has been prepared in accordance with legislative and regulatory requirements.

The complete Community Annual Report 2021-2022 (inclusive of Parts A and B) is being presented in this report for the Council's acceptance by absolute majority decision.

Following the Council's acceptance, this document will be edited appropriately and made available for all stakeholders on the City's website and Part A in limited numbers in hardcopy at City of Melville libraries.

COMMITTEE RECOMMENDATION (5946)

ABSOLUTE MAJORITY

That the Financial Management, Audit, Risk and Compliance Committee recommends that the Council, by Absolute Majority Decision, accepts the City of Melville Community Annual Report 2021-2022, which includes Parts A and B.

[5946 Community Annual Report 2021-2022 Part A and Part B](#)