

Annual Report 2020-2021 – draft narrative

Meeting: Council Briefing
Date of meeting: 1 September 2021
Reporting officer: Tracey Deane, Strategic Planner

Purpose | Ngā whāinga

To outline the Annual Report process and timeline, and present draft wording for the Annual Report Part One: Introduction and Part Three: Activity Statements for feedback.

Context | Horopaki

The Local Government Act requires the Council to prepare and adopt an Annual Report within four months of the end of each financial year, however, due to a shortage of auditors providing the audit reports on behalf of the Auditor-General, the legislative deadline for the 2020/2021 Annual Reports was extended to 31 December 2021. This project is on track to complete to the original timeframe.

An Annual Report is to provide an outline of Council's performance in comparison with what was planned in its Annual Plan or the Long Term Plan. This year, Council is comparing with Annual Plan 2020/2021. The Annual Report details the operating activities of Council and includes the financial statements for the year. The process and timeline for this Annual Report 2020/2021 is as follows:



Discussion | Ngā kōrerorero

The Annual Report is an important document, particularly for the community because it compares what council said it would do against what was actually done. It is being drafted with the financial information for the year ended 30 June 2021 and performance measures agreed.

Context and explanations of successes, challenges and shortfalls are also included. Staff have prepared drafts of Part One: Introduction and Part Three: Activity Statements. These are presented in attachment A for council feedback today.

Part Two: Financials will go to the Audit, Risk and Finance Committee meeting 9 September 2021 for endorsement, as per the committee Terms of Reference, Responsibilities and Delegations.

Next steps | E whaiake nei

Parts one and three will be updated with feedback from today's meeting.

Staff will continue to work with the auditors to ensure the draft Annual Report financials are signed off before proceeding to the Audit, Risk and Finance Committee for endorsement on 9 September.

The final Annual Report will be brought to Council for adoption at the 29 September 2021 meeting subject to minor typographical changes that do not alter the intent of the information.

Attachments | Ngā tapiritanga

	Title
A	Draft Annual Report – narrative and activity profile sections