



# Risk Management and Audit Committee (RMAC) BUSINESS PAPER THURSDAY 24/10/2024

Meeting to be held commencing 9:30am  
In the Council Chambers at 7 Bees Creek Road, Freds Pass

A handwritten signature in black ink, appearing to read 'S. Hoyne', written over a faint, illegible background.

**Stephen Hoyne, Chief Executive Officer**

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.



## RMAC AGENDA

### LITCHFIELD COUNCIL RMAC MEETING

**Notice of Meeting**  
**to be held in the Council Chambers, Litchfield**  
**on Thursday, 24 October 2024 at 9:30am**

  
Stephen Hoynes  
Chief Executive Officer

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10.02 Annual Financial Statements and Closing Audit  
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1. Opening of meeting

2. Apologies and Leaves of Absence

3. Disclosure of Interests

Any member of the RMAC who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at the RMAC meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

4. Confirmation of Minutes

THAT the full minutes of the open portion of the Risk Management Audit Committee Meeting held Thursday 29 August 2024, 6 pages, be confirmed.



# RISK MANAGEMENT AND AUDIT COMMITTEE

## MINUTES

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### LITCHFIELD COUNCIL COMMITTEE MEETING

#### Minutes of Meeting

held in the Council Chambers, Litchfield  
on Thursday 29 August 2024 at 9.30am

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<b>Present</b>	Greg Arnott Shane Smith Deputy Mayor Kevin Harlan Cr Rachael Wright Mayor Doug Barden	Chairperson Independent Member Committee Member Committee Member Ex-Officio
<b>Staff</b>	Stephen Hoyne Maxie Smith Rodney Jessup Rebecca Taylor Megan Leo	Chief Executive Officer Director Corporate and Community Director Infrastructure and Operations Program Leader Policy and Governance Executive Support
<b>Presenters</b>	Nil	

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#### 1. OPENING OF THE MEETING

The Chairperson, Greg Arnott opened the Meeting at 9:28am.

The Chair welcomed new members Councillor Rachael Wright and Deputy Mayor Kevin Harlan to the Committee.

#### 2. APOLOGIES AND LEAVE OF ABSENCE

Moved: Chairperson Greg Arnott

Seconded: Cr Wright

THAT the Risk Management and Audit Committee accept apologies from Cr Sidey.

**CARRIED (4-0)**

**3. DISCLOSURES OF INTEREST**

Nil.

The Chair advised that he is no longer with the Machado Joseph Disease (MJD) Foundation.

**4. CONFIRMATION OF MINUTES**

Moved: Chairperson Greg Arnott  
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee confirm the full minutes of the open portion of the Risk Management and Audit Committee Meeting held Thursday 30 May 2024, 7 pages, noting the error under Item '10.01 Confirmation of Confidential Minutes' where the Mover and Seconder of the motion is shown as the same Committee member.

**CARRIED (4-0)**

**5. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Wright  
Seconded: Deputy Mayor Harlan

THAT the Risk Management and Audit Committee receives and notes the Action Sheet.

**CARRIED (4-0)**

**6. PRESENTATIONS**

Nil.

**7. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

## 8. OFFICERS REPORTS

### 8.01 Internal Audit Plan

Moved: Cr Wright  
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee receive and note the progress on the internal audits.

**CARRIED (3-1)**

### 8.02 FIN05 Debt Recovery Policy

Moved: Independent Member Shane Smith  
Seconded: Deputy Mayor Harlan

THAT the Risk Management and Audit Committee endorse the draft FIN05 Debt Recovery Policy, at Attachment A, for presentation to the September Ordinary Council Meeting, with amendment to:

- a) Section 4.4.6 Debt Write Off: Clarification of the difference between Debt Write Off and cancellation or withdrawal of infringement notice; and
- b) 4.3.7, 4.4.7 and 4.5.7 Reporting – to include provision for reporting of Debt Write Off.

**CARRIED (4-0)**

### 8.03 FIN09 Risk Management and Audit Committee Policy

Moved: Cr Wright  
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee note the draft FIN09 Risk Management and Audit Committee Policy, at Attachment A, that was adopted by Council at its August Ordinary Council meeting.

**CARRIED (4-0)**

## 9. OTHER BUSINESS

Nil.

## 10. CONFIDENTIAL ITEMS

Moved: Chairperson Greg Arnott  
Seconded: Cr Wright

THAT Pursuant to Section 93 of the *NT Local Government Act 2019* and Regulation 51 of *Local Government (General) Regulations* the meeting be closed to the public to consider the following Confidential Items:

### 10.1 Confirmation of Confidential Minutes

(d) information subject to an obligation of confidentiality at law, or in equity.

### 10.2 Risk Management Framework Audit – Management Responses

(c) information that would, if publicly disclosed, be likely to:

- i. cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
- ii. prejudice the maintenance or administration of the law; or
- iii. prejudice the security of the council, its members or staff; or
- iv. subject to subregulation (3) – prejudice the interests of the council or some other person.

### 10.3 Engagement of External Auditors

(c) information that would, if publicly disclosed, be likely to:

- i. cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
- ii. prejudice the maintenance or administration of the law; or
- iii. prejudice the security of the council, its members or staff; or
- iv. subject to subregulation (3) – prejudice the interests of the council or some other person.

**CARRIED (4-0)**

The meeting was closed to the public at 10:10am.



Moved: Chairperson Greg Arnott  
Seconded: Cr Wright

THAT Pursuant to Section 93(2) of the *NT Local Government Act 2019* and Regulation 51(1) of *Local Government (General) Regulations* the meeting be re-opened to the public.

**CARRIED (4-0)**

The meeting returned to open session at 10:36am.

***Items moved from Confidential:***

**10.01 Confirmation of Confidential Minutes**

Moved: Chairperson Greg Arnott  
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee:

1. confirm the full minutes, 3 pages, of the confidential portion of the Risk Management and Audit Committee Meeting held Thursday 30 May 2024; noting the error under Item '10.01 Confirmation of Confidential Minutes' where the Mover and Seconded of the motion is shown as the same Committee member.
2. make public its resolution on this matter.

**CARRIED (4-0)**

**10.02 Risk Management Framework Audit – Update and Management Responses**

Moved: Chairperson Greg Arnott  
Seconded: Deputy Mayor Harlan

THAT the Risk Management and Audit Committee:

1. receive and note management responses to the Risk Management Framework Audit recommendations, at Attachment A;
2. note that an update on the Risk Management Framework Audit will be presented to RMAC at its next meeting in October;
3. note that additional external resources may be required, and that if additional resources cannot be procured that timelines will be extended; and
4. make public its resolution on this matter.

**CARRIED (4-0)**

**10.03 Engagement of External Auditors**

Moved: Independent Member Shane Smith  
Seconded: Cr Wright

THAT the Risk Management and Audit Committee:

1. receive and note the information provided in the report; and
2. make public its resolution on this matter.

**CARRIED (4-0)**

**11. CLOSE OF MEETING**

The Chair closed the meeting at 10:37am.

**MINUTES TO BE CONFIRMED**

Thursday 24 October 2024

.....  
Chairperson  
Greg Arnott

5. Business Arising from the minutes

THAT Council receives and notes the Action Sheet.

Meeting Date	Agenda Item & Resolution	Action Officer	Status
31/05/2023	<p><b>8.03 Risk Register</b></p> <p>encourages the finalisation of the draft Roads Maintenance Inspection Program in response to RP15, Inadequate Asset Sustainability Practices, requirement.</p>	CEO	Remains outstanding.
06/09/2023	<p><b>9. Other Business</b></p> <p>THAT the Risk Management and Audit Committee recommended that the emerging risks entailed in:</p> <ol style="list-style-type: none"> <li>1. Cost increases for waste management; and</li> <li>2. The management of counter disaster responses, be referred to the Risk Register Internal Auditor; and</li> </ol> <p>That this matter be included in the Key Issues Summary to Council.</p>	CEO	Item to be raised during the risk register review.
29/08/2024	<p><b>8.02 FIN05 Recovery Policy</b></p> <p>THAT the Risk Management and Audit Committee endorse the draft FIN05 Debt Recovery Policy, at Attachment A, for presentation to the September Ordinary Council Meeting, with amendment to:</p> <ol style="list-style-type: none"> <li>a) Section 4.4.6 Debt Write Off: Clarification of the difference between Debt Write Off and cancellation or withdrawal of infringement notice; and</li> <li>b) 4.3.7, 4.4.7 and 4.5.7 Reporting – to include provision for reporting of Debt Write Off.</li> </ol>	CEO	Completed – Draft FIN05 Recovery Policy presented to Council on 15 October 2024 and was subsequently adopted.

Meeting Date	Agenda Item & Resolution	Action Officer	Status
29/08/2024	<p><b>10.02 Risk Management Framework Audit – Update and Management Responses</b></p> <p>THAT the Risk Management and Audit Committee:</p> <ol style="list-style-type: none"> <li>1. receive and note management responses to the Risk Management Framework Audit recommendations, at Attachment A;</li> <li>2. note that an update on the Risk Management Framework Audit will be presented to RMAC at its next meeting in October;</li> <li>3. note that additional external resources may be required, and that if additional resources cannot be procured that timelines will be extended; and</li> <li>4. make public its resolution on this matter.</li> </ol>	CEO	Ongoing

6. Presentations

Presentation by External Auditors KPMG – Confidential

*\*\*to be delivered at Item 10.02\*\**

7. Accepting or Declining Late Items

8. Officer Reports



## RMAC REPORT

<b>Agenda Item Number:</b>	8.01
<b>Report Title:</b>	2023-2024 Key Performance Indicators Summary
<b>Author:</b>	Rebecca Taylor, Policy and Governance Program Leader
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	24/10/2024
<b>Attachments:</b>	A: KPI Summary for Annual Report

### Executive Summary

This report presents RMAC with the Key Performance Indicators (KPI) summary for inclusion into the 2023-2024 Annual Report.

### Recommendation

THAT the Risk Management and Audit Committee notes the Key Performance Indicators, at Attachment A, for inclusion into the 2023-2024 Annual Report.

### Background

As per FIN09 Risk Management and Audit Committee Policy, the committee is required to monitor the integrity of the annual report and ensure it contains an accurate assessment of Council's operations. The KPI's, presented at Attachment A, provide an assessment of Council's achievements and deliverables during the 2023-2024 financial period. The 2023-2024 KPI's have been reviewed by council.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

As per Section 291(1)(b)(i) of the *Local Government Act 2019*, Council is required to make an assessment of its performance against the objectives and key performance indicators stated in the relevant municipal plan.

**Risks**

Nil identified.

**Financial Implications**

Not applicable.

**Community Engagement**

Not applicable.

# 2023/24 KEY PERFORMANCE INDICATORS

## PEOPLE

Team	Key Outputs	Measures	Target	Status Commentary	Results
Office of Chief Executive	Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year three complete	Completed.	
	Social Media Management	Maintain interaction on Council's Facebook page – page followers	4,500	Council's Facebook page currently has 5,011 followers.	
Community Development	Council partnership and support grants	Number of partnerships supported	8	The Annual Community Grants program awarded grants to 8 recipients for the 2023-24 financial year as well as 2 sponsorships.	
	Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements Established	All funding agreements signed, and payments made to all reserves.	
	Annual Community Grants Program Initiatives	Number of community events and programs supports	8	A total of 13 applications were submitted. Following the review process, the Council granted approval to 8 of the applicants during the October Ordinary Council Meeting.	
Waste	Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000	Full year income generated from recycling activities was \$134,844.16.	
	Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes	Total of 6339.6 Tonnes of waste was transferred.	
		Commercial waste tonnage transferred to Shoal Bay	<1,000 tonnes	201.20 Tonnes transferred.	
Regulatory Services	Responsible dog ownership	Number of registered dogs increased	>10%	The number of dog registrations received for the 2023-2024 financial year increased by 8.8%. The council reviewed dog registrations, which increased the number of dogs removed from the system due to being deceased or departed.	
		Number of impounded dogs reclaimed by owner	>70%	48.4% of impounded dogs were reclaimed by their owners.	



	Responsible Dog Awareness and Education	Animal Management in Litchfield – flyer direct to residents	1 flyer	Regulatory Services newsletter was distributed with registration renewal letters in July 2023.	
		Dog Awareness Program delivered at schools	6+ visits	Nine School Education sessions delivered.	
		Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	Rangers attended the Fred’s Pass Show and RSPCA’s Million Paws Walk in May 2024, and a Microchipping event in June 2023.	
Library	Visitors to the library	Weekly door count	>400	25,830 visitors for the 2023-2024 year.	
		Followers of the Library Facebook page	>1,150	Library Facebook page popularity continues at 1,419 followers.	
		New members joined the ‘Funky Chickens’ children’s reading club	>60	There were 64 new club members.	

## PROGRESS

Team	Key Outputs	Measures	Target	Status Commentary	
Waste	Recycled materials	Volume of green waste processed for resale	>1,400 cubic metres	HDWTS: 8,256m3 HSWTS: 4,375m3	
		Volume of concrete crushed for resale	>450 cubic metres	No concrete crushed.	
	Maximise diversion from landfill	Amount of total waste diverted from landfill	>30%	Approx 6,339.6 tonnes (40%) of waste diverted. These figures are made up of commercial and domestic construction waste, green waste, steel, cardboard, plastic, oil, tyres etc.	
		Amount of total waste that is dry recyclables	>14%	1281 tonnes or 40% of dry waste was processed.	
		Quantity of scrap metal collected and recycled	>1,000 tonnes	Approximately 1,034 Tonnes of Scrap Steel has been recycled.	
		Quantity of electronics collected for TechCollect	>50 tonnes	13 Tonne has been collected.	
		Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	33,200L of oil. 10 tonnes of batteries. 19.2 Tonnes YTD tyres.	
Thorak Cemetery	Awareness of cemetery profiles and public awareness of Thorak services	Information leaflets distributed	Complete	Internet search identifies Thorak Regional Cemetery in all related cemetery/ cremation services searched within the top 5 searches.	
	Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes	Service level rating from annual community survey	>60%	In the last Annual Community Satisfaction Survey the respondents rated 97% for the performance at Thorak Regional Service.	
Regulatory Services	Animal Management Investigations	Minor investigations completed within 30 working days	>60%	Completed.	

		Complex investigations completed within 60 working days	>60%	87.3% were completed within 60 working days.	
		Abandoned vehicles investigations completed within 60 working days	>90%	Completed.	
		Customer requests actioned in less than two working days	>90%	92.6% of CRMs were actioned within 2 working days.	
Library	Program delivery	Programs provided	>180	Total of 238 programs delivered.	
	Library Collection	Number of annual loans	>14,000	Annual Loans for 2023-2024 was 16,274.	

## PROSPERITY

Team	Key Outputs	Measures	Target	Status Commentary	
Office of Chief Executive	Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2	Completed	
	Advocacy Strategy	Current year actions	Completed	Continued progress on identified Municipal Plan 2023-2024 projects finalising activities.	
	Australia Day Event	Community participation	Maintain attendance levels	Australia Day 2024 successfully delivered within budget.	
	Annual Art Exhibition	Level of community participation	>60 entries	Annual Litchfield Art exhibition successfully delivered within budget and over 90+ entries.	
	Tourism and Events Strategy	Actions implemented	25%	Continue to support existing major events such as the Freds Pass Show which was attended and successful.	
Community Development	Represent and advocate for the needs of young people in Litchfield	Participation in Palmerston and Rural Youth Services meetings	Maintain an active membership and attend 60% of meetings	Community Participation Officer attended 5 meetings in 2023-2024.	
Infrastructure	Submissions to the Northern Territory Government	Comments submitted on applications within required timeframes	>90%	100% (8/8) of planning submissions met required timeframes.	

# PLACES

Team	Key Outputs	Measures	Target	Status	Commentary
Planning and Development	Subdivision approvals and handover processes	Delivered in accordance with standards	Achieved	Completed	Subdivision approvals and handover - As per the NTSD guidelines and in line with Development Permits issued.
	Approval of plans, reports, and construction documentation (Days are working days and start from when all information is provided, and relevant fees paid).	Plan reviews for building certification issued within 10 working days	>90%	Completed.	
		Plan and report reviews for subdivision and development issued within 15 working days	>90%	Completed.	
		Works Permits issued within five days	>90%	Delays in part due to change in scope of works, requests for further information and consultation with Power and Water Corporation. Overall average completion rate of Work Permits issues within 5 business days is 89.25%.	
Infrastructure	Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	90%	Completed	All Stakeholders and affected residents have been consulted prior to works commencing.
	Capital Works Program	Programmed works completed within budget	>80%	Completed	Projects completed in were completed within budget.
	Grant-funded projects	Completed and acquitted in line with agreement requirements	Complete	Completed.	
	Road Maintenance Program	Potholes patched and repaired – Added to maintenance scheduled	<15 days	Completed	Identified and reported potholes are being managed well under the current period contract.
	Street lighting maintenance	Added to maintenance scheduled	<10 days	Completed	Actioned when identified or reported.
	Shared Path Program	Current year program completed	Complete	Completed	Project funding allocated under LRCI Phase 4.
	Major Road Network disruptions	Emergency response time	<24 hours	Completed.	
Mobile Workforce	Roadside maintenance	Volume of litter collected	Reducing Trend	Completed	Collected 2 tonnes of rubbish, including 60+ vehicle tyres, focusing on council roads and arterial "hot spots."
		Vegetation slashed and Council roads mowed	2 rounds	Completed	Mobile Workforce Met timeframe and requirements.

	Weed Management	Weeds managed on Council roads and land in accordance with service levels in weed management program	Complete	Complete for 23/24 season. Current off season planning essential for more comprehensive coverage and target results in upcoming season.	Green
	Bushfire Management	Council firebreaks maintained	Complete	Slashing of all Council Firebreaks complete except for minimal areas that were too wet.	Green
		Firebreaks widened in accordance with fire management program	Complete	Fire Breaks Slashed to maximum width that vegetation and terrain allowed.	Green
		Hazard burns undertaken in consultation with other authorities	Complete	No hazard burns undertaken due to limited qualified contractors.	Red
	Road furniture maintenance	Signs and guideposts repaired within target timeframes	>90% <24 hours urgent 14 days standard	Replaced 494 guideposts, straightened 956, and installed or repaired 277 new signs to enhance road safety.	Green

# PERFORMANCE

Team	Key Outputs	Measures	Target	Status Commentary	
Office of Chief Executive	Elected Members training and development	Min 1 per quarter	1	Two training sessions held over the full year which is only 50% of the full-year target..	
	Annual Survey	Overall satisfaction	>60%	Council's overall performance was rated by 76% of respondents as being very good, good or adequate.	
	Grant application	Grants received by Council acquitted within agreed timeframes	95%	Grants acquitted within timeframes.	
	Media monitoring and management	Media response time	<48 hours	Completed.	
	Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	All statutory reporting requirements are currently met.	
Human Resources	Human resources policies, procedures, checklists	3 policies reviewed and compliant	Complete	HR policies reviewed and approved as required.	
	An engaged and productive workforce	Staff Turnover rate	<30%	Turnover rate of 27.37%	
		Staff satisfaction survey	>70%	A staff survey conducted in February 2024, showed a 65% overall satisfaction.	
	Number of workplace safety incidents	Number of reportable incidents	0	There was one notifiable incident.	
		Lost time injury rate	0	The lost time injury rate for 2023-2024 was 3.44.	
		Workers compensation claims	<3	There are currently 2 workers compensation claims for the year.	

Team	Key Outputs	Measures	Target	Status Commentary	
Information Services	Information and Communications Technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period	90%	Completed	
	Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	Civica Authority Version 7.1 is up and running with the required patches being updated regularly.	
	Information and Communications Technology Improvement Plan	Annual actions completed	100%	Actions imminent for council to move to prioritised mitigation strategy.	
	ICT Security Audit actions	Annual actions completed	100%	Actions imminent for council to implement a Cyber Hygiene Improvement Program.	
	Geographical Information Systems (GIS)	Age of GIS imagery of populated areas	<1 year	GIS imagery of populated areas is the most current version.	
		Age of NTG downloaded date	<1 week	NTG downloaded data is the most current version.	



Team	Key Outputs	Measures	Target	Status Commentary	
Governance	Local Government Act 2019 compliance	Local Government and Regional Development, Department of the Chief Minister and Cabinet	90%	Council is compliant with the Local Government Act following successful completion NTG Compliance Audit.	
	Policy Framework	Council policies reviewed before due date	>90%	All council policies are currently up to date.	
	Elected members support	Breaches of the code of conduct by elected members	<3	2 Code of Conduct Complaints received.	
	Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4	RMAC meetings were held in September 2023 and October 2023, February 2024 and May 2024.	
	Records management	Number of refresher courses conducted	>1	4 refresher courses held this year.	
Library	Funding agreement	Development of new Library Agreement	100%	The new Public Library Funding Agreement 2023-2028 with LANT was executed on 15 August 2023. KPI completed.	
Finance and Customer Service	Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Council received an unqualified Audit for 2022-2023, and council's Annual Report was adopted prior to 15 November 2023.	
		Asset sustainability ratio	30%	Asset sustainability is at 38% at the end of June, having steadily increased throughout the year.	
		Renewal Gap Not funded	<\$1 million	Council's cumulative renewal gap based on existing asset management plans.	
		Current ratio (Liquidity)	>1	Current ratio 5.45 with Council maintaining a good cash balance with No debt. This ratio indicates Council is well placed to fulfil its short-term liabilities as and when they fall due.	
		Debt Service Ratio	>1	Council has No debt.	
Finance and Customer Service	Long term rating strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Council raised its annual rates and charges in July 2023, and as of 30 June 2024, the own source revenue ratio is at 79%.	
	Investments	Compliance with policy and statutory requirements, reported monthly	100%	All investments have been placed in line with Council policy and legislation.	
	Rates and accounts receivable collection	Rates and annual charges outstanding	<18%	Council's Outstanding Rates is at 16% and Council will continue to work in this area through debt recovery initiatives.	

	Front counter customer experience	Customer rating (very good, good, poor, very poor)	Good	In the last Annual Community Satisfaction Survey the respondents who had contacted Council rated 65% for the service they received as very good, good or adequate.	
Thorak Cemetery	Servicing community needs and regulatory obligations by keeping cemetery records and maintain rights of burial	Compliance with legislative requirements	100%	Provide feedback to Government Cemeteries Working Group. Review and update relevant Cemetery policies including Memorials Policy CEM03 & Multiple Burials Policy	
	Quarterly reporting to the Litchfield Council	Meet or exceed operational surplus	100%	Meeting set operational budgets.	

## 9. Other Business

## 10. Confidential Items

Pursuant to Section 93 of the Local Government Act and Regulation 51 of Local Government (General) Regulations the meeting be closed to the public to consider the following confidential items:

### 10.01 Confirmation of Confidential Minutes

*Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:*

*(d) information subject to an obligation of confidentiality at law, or in equity.*

### 10.02 Annual Financial Statements and Closing Audit Report 2023-2024

*Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:*

*(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.*

## 11 Close of Meeting