



Risk Management and Audit Committee Meeting (RMAC)

BUSINESS PAPER

Friday 31 October 2025

Meeting to be held commencing 2:30pm
in Council Chambers at 7 Bees Creek Road, Freds Pass

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.



RISK MANAGEMENT AND AUDIT COMMITTEE

AGENDA

TABLE OF CONTENTS

1	Opening of Meeting	3
2	Apologies and Leave of Absence.....	3
3	Disclosures and Declarations of Interest	3
4	Confirmation of Minutes	3
	4.1 Confirmation of Minutes.....	3
5	Accepting or Declining Late Items	9
6	Business Arising.....	9
7	Officer Reports.....	10
	7.1 Internal Audit Update	10
	7.2 Meeting Schedule and Workplan 2026	12
	7.3 Management of Hazards Procedure.....	14
	7.4 Key Performance Indicators	19
8	Other Business	26
9	Confidential Items.....	26
	8.1 Appointment of External Financial Auditor	26
	8.2 Annual Financial Statements and Closing Audit Report 2024-25.....	26
10	Report of Confidential Resolutions	26
11	Close of Meeting	26

1 OPENING OF MEETING**2 APOLOGIES AND LEAVE OF ABSENCE****Apologies****Leave of Absence****3 DISCLOSURES AND DECLARATIONS OF INTEREST**

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**4.1 Confirmation of Minutes****RECOMMENDATION**

That the full minutes of the Risk Management and Audit Committee Meeting held Thursday 14 August 2025, 3 pages be confirmed.



Risk Management and Audit Committee Meeting (RMAC)

MINUTES

Thursday, 14 August 2025

Meeting to be held commencing 9:30 PM
in Council Chambers at 7 Bees Creek Road, Freds Pass

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.



RISK MANAGEMENT AND AUDIT COMMITTEE

MINUTES

TABLE OF CONTENTS

1	Opening of Meeting	3
2	Apologies and Leaves of Absence	3
3	Disclosures and Declarations of Interest	3
4	Confirmation of Minutes	3
	4.1 Confirmation of Minutes.....	3
5	Business Arising From the Minutes	3
6	Presentations	3
7	Accepting or Declining Late Items	3
8	Officers Reports	4
9	Other Business	4
10	Confidential Items.....	4
11	Close of Meeting	5

1 OPENING OF MEETING

The Chairperson, Greg Arnott opened the Meeting at 9:36am.

2 APOLOGIES AND LEAVES OF ABSENCE

Apologies

Moved: Chairperson Greg Arnott

Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee accept an apology from Deputy Mayor Mark Sidey and Cr Rachael Wright.

CARRIED (3-0)

Leave of Absence

Nil

3 DISCLOSURES AND DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

Moved: Cr Harlan

Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee confirm the full minutes, 5 pages of the open portion of the Risk Management and Audit Committee Meeting held Thursday 29 May 2025.

CARRIED (3-0)

5 BUSINESS ARISING FROM THE MINUTES

Moved: Chairperson Greg Arnott

Seconded: Cr Harlan

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

CARRIED (3-0)

6 PRESENTATIONS

Nil

7 ACCEPTING OR DECLINING LATE ITEMS

Nil

8 OFFICERS REPORTS

Nil

9 OTHER BUSINESS

Nil

10 CONFIDENTIAL ITEMS

Moved: Independent Member Shane Smith

Seconded: Chairperson Greg Arnott

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:

10.01 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 KPMG Audit Plan 2025

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.

10.03 Work, Health and Safety Overview

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

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

(iv) subject to subregulation (3) – prejudice the interests of the council or some other person.

10.04 Fraud Protection Policy

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

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

(iii) prejudice the security of the council, its members or staff.

10.05 Internal Audit Update

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

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

(iv) subject to subregulation (3) – prejudice the interests of the council or some other person.

CARRIED (3-0)

The meeting was closed to the public at 9:40am.

Moved: Chairperson Greg Arnott

Seconded: Cr Harlan

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 (3-0)

The meeting returned to open session at 10:38am.

Items moved from Confidential:

10.01 Confirmation of Confidential Minutes

Moved: Chairperson Greg Arnott

Seconded: Cr Harlan

THAT the Risk Management and Audit Committee:

1. confirm the confidential minutes, 2 pages of the Risk Management and Audit Committee Meeting held Thursday 29 May 2025; and
2. make public its resolution on this matter.

CARRIED (3-0)

11 CLOSE OF MEETING

The Chair closed the meeting at 10:50am.

MINUTES TO BE CONFIRMED

Tuesday 28 October 2025

.....
Chairperson
Greg Arnott

5 ACCEPTING OR DECLINING LATE ITEMS

6 BUSINESS ARISING

Meeting Date	Agenda Item & Resolution	Action Officer	Status
31/05/2023	8.03 Risk Register encourages the finalisation of the draft Roads Maintenance Inspection Program in response to RP15, Inadequate Asset Sustainability Practices, requirement.	CEO	Remains outstanding.
29/08/2024	10.02 Risk Management Framework Audit – Update and Management Responses 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.	CEO	Remains outstanding.
14/08/2025	10.03 Work, Health and Safety Overview THAT RMAC 1. receive and note the information contained within this report; and 2. request management, in consultation with the workforce, develop a hazard identification and reporting procedure. Bring back to the next RMAC.	CEO	Provided in this agenda 31 October 2025.

7 OFFICER REPORTS

7.1 Internal Audit Update

AUTHOR: Rebecca Taylor, Policy & Governance Program Leader

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide an update to RMAC on the progress of the internal audits.

RECOMMENDATION

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

BACKGROUND

In accordance with Council's Risk Management Governance Framework, internal and external audits are part of Council lines of defence for the management of risk. It provides independent assurance to the Council, Risk Management and Audit Committee and Management on the effectiveness of business operations.

- | | |
|-----------------|---|
| Internal Audit: | Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Risk Management and Audit Committee. |
| External Audit: | Appointed by the Council on the recommendation of the Risk Management and Audit Committee to report independently to the Mayor and CEO on the annual financial statements. |

In accordance with the internal audit plan, at Attachment A, there are two internal audits overdue from the 2021-22 financial period and one audit from the 2023-24 financial period. Below is an update on each audit.

Council's Reserve Management Arrangements

A lot of work is being undertaken in the recreation reserve space, with some information overlapping each other. Below is an update on the work being undertaken;

- **Asset Management**
Verbrec, who have been working on the Asset Management Plans (AMP) for Council's 6 recreational reserves, are expected to submit the final AMP the week after 5 November 2025.
- **Governance review**
Leases for each reserve have been in place for a number of years, including annual funding agreements. Subject to procurement processes, a consultant will review the management of the reserves, focusing on governance and risk. The scope will not include costs to maintain reserves or asset management. Staff circulated a request for quote but have not received any interest. Once a consultant is secured, Council can move forward with the audit.

Council's Road Inspection Regime

At RMACs meeting in August, the draft Road Inspection Regime was provided. Unfortunately, due to staffing resourcing, no further work has been undertaken. A further update will be provided in February 2026.

Risk Register Audit

At RMAC's May 2025 meeting, the committee requested that the completed Risk Register be presented to the October 2025 meeting. Unfortunately due to staffing restraints, the risk register is only partially complete.

Asset Management

With the AMP nearly completed Council will have a better understanding on how to progress with this audit.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

This item is consistent with FIN08 Risk Management and FIN09 Risk Management and Audit Committee.

FINANCIAL IMPLICATIONS

Budget allowances are made for internal audits.

RISKS

Nil identified.

COMMUNITY ENGAGEMENT

Not applicable.

7.2 Meeting Schedule and Workplan 2026

AUTHOR: Rebecca Taylor, Policy & Governance Program Leader

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: Nil

EXECUTIVE SUMMARY

This report presents the proposed RMAC meeting schedule and workplan for 2026.

RECOMMENDATION

1. That the Risk Management and Audit Committee endorse the meeting schedule and workplan for 2026.

BACKGROUND

In accordance with the FIN09 Risk Management and Audit Committee policy, RMAC monitors the integrity of the annual financial statements and the annual report, review internal controls and risk management systems and monitor internal and external audits.

The policy also requires the committee to meet quarterly and allows for at least once a year for the committee to meet with Council's external auditor without management present.

The below table presents the proposed meeting schedule and workplan for 2026, meeting all necessary requirements.

26 February 2026 9:30am	• Review progress on internal audits • Review risk register • Review annual external audit plan • Review management response to auditor's findings 2024/2025
28 May 2026 9:30am	• Review progress on internal audits • Review risk register • Interim Audit Report for year end 2026 • FIN04 Financial Reserves
27 August 2026 9:30am	• Review progress on internal audits • Review risk register
22 October 2026 9:30am* <i>*This meeting date is subject to change due to timing of delivery of audit and annual report.</i>	• Review progress on internal audits • Review risk register • Review 2025/2026 financial statements • Review 2025/2026 Key Performance Indicators results • Meet with external auditors

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

In accordance with the FIN09 Risk Management and Audit Committee policy.

FINANCIAL IMPLICATIONS

Not applicable.

RISKS

None identified.

COMMUNITY ENGAGEMENT

Not applicable.

7.3 Management of Hazards Procedure

AUTHOR: Rebecca Taylor, Policy & Governance Program Leader

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: 1. Procedure [↓](#)

EXECUTIVE SUMMARY

This report presents to the Risk Management and Audit Committee a draft hazard procedure for Council employees.

RECOMMENDATION

1. That Risk Management and Audit Committee note the draft WHSp08 Management of Hazards procedure, attachment A.

BACKGROUND

At RMAC's meeting in August 2025, the committee resolved to;

10.03 Work, Health and Safety Overview

THAT RMAC

1. receive and note the information contained within this report; and
2. request management, in consultation with the workforce, develop a hazard identification and reporting procedure. Bring back to the next RMAC.

The procedure at attachment A, has been developed in consultation with outdoor program leaders and is in accordance with Council's WHS Management Plan 2023, Risk Management Framework and current practice.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

WHS Management Plan 2023, Risk Management Framework

FINANCIAL IMPLICATIONS

Not applicable.

RISKS

Health and Safety

Having a procedure for managing hazards minimises risk in the workplace by providing a clear, structured and consistent approach.

COMMUNITY ENGAGEMENT

Not applicable.



Management of Hazards **PROCEDURE** WHSp08

Name	WHSp08 Management of Hazards
Responsible Officer	Human Resources
Approval Date	29/10/2025

1. Introduction

This procedure details how hazards are identified and managed within Council.

2. Application

This procedure applies to all staff.

3. Definitions

For the purposes of this procedure, the following definitions apply:

Hazard	An actual or potential source of harm which has the potential to cause injury or illness.
Risk	The likelihood and consequence of a hazard causing harm.
Stop Look Assess Manage (SLAM)	SLAM is an on the job hazard assessment of the work location, equipment, process etc.
Take 5	Similar to SLAM, Take 5 is an on the job hazard assessment of the work location, equipment, process ect.
Safe Work Method Statement (SWMS)	SWMS are used to identify, evaluate and control hazards at task/activity level. SWMS may be applied as a Pre-Job/Risk Assessment and is useful for formulating written Work Procedures/Instructions.
Safe Operating Procedure (SOP)	SOPs are used, to document safe methods of using equipment, plant and processes and control of identified hazards and risks.

4. Procedure Statement

4.1. Hazard Identification

- 4.1.1. Hazards can be found throughout any worksite and identifying them is a key part of maintaining a safe and productive workplace.

Management of Hazards **PROCEDURE** WHSp08

4.1.2. Hazards can be identified through regular workplace inspections and audits, employee feedback and reviews of incident and near-miss reports.

4.1.3. Types of hazards may include;

- Subcontractor Works
- Infrastructure
- Equipment
- Physical
- Chemical and Biological
- Electrical
- Radioactive
- Psychological

4.2. Reporting Hazards

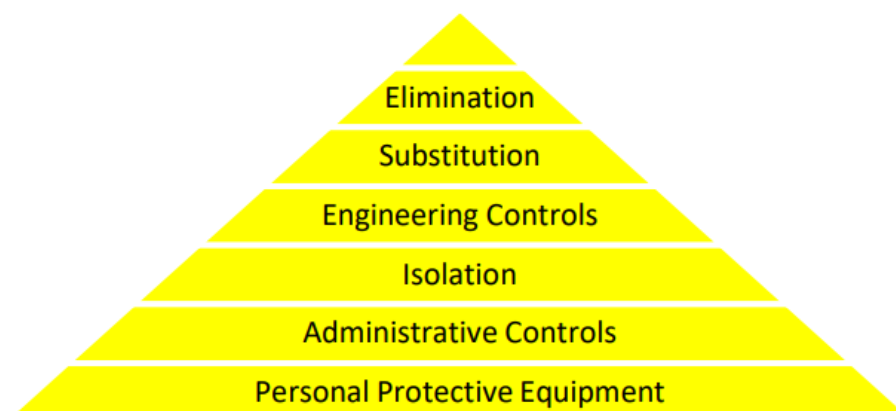
4.2.1. Any employee who becomes aware of an uncontrolled hazard must report the hazard to the relevant supervisor.

4.2.2. If there is an immediate risk to the health and safety of others, the employee will take practicable measures to control the hazard.

4.3. Assess and Control the Hazard

4.3.1. Supervisor will conduct a risk assessment and determine appropriate control measures.

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

Management of Hazards **PROCEDURE** WHSp08

4.4. Record and Track

- 4.4.1. Supervisors will record hazards and corrective actions in a register and will be periodically review, to ensure hazards are actively controlled.

4.5. Tools

- 4.5.1. Council utilises the following tools to assist with identifying, reporting and controlling hazards;

- Stop Look Assess Manage (SLAM)
- Take 5
- Safe Work Method Statement (SWMS)
- Safe Operating Procedure (SOP)

5. Associated Documents

S.03 Hazard Management Plan (WHS Management Plan 2023)

6. References and Legislation

Northern Territory Work, Health and Safety (National Uniform Legislation) Act

Northern Territory Work, Health and Safety (National Uniform Legislation) Regulations

7. Review History

Date Reviewed	Description of changes
20/01/2025	New procedure

Management of Hazards **PROCEDURE** WHSp08**8. CEO Approval**

Approved by the Chief Executive Officer.

.....
Name

.....
Signature

.....
Date

7.4 Key Performance Indicators

AUTHOR: Rebecca Taylor, Policy & Governance Program Leader

AUTHORISER: Stephen Hoyne, Chief Executive Officer

ATTACHMENTS: 1. Attachment A KPI.pdf [↓](#)

EXECUTIVE SUMMARY

This report presents RMAC with the Key Performance Indicators (KPI) summary for inclusion into the 2024-2025 Annual Report.

RECOMMENDATION

1. THAT the Risk Management and Audit Committee notes the Key Performance Indicators, at Attachment A, for inclusion into the 2024-2025 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 2024-2025 financial period.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

People - Our Community is at the Heart of All We Do

Progress - Continuity of Services and Facilities

Prosperity - Our Economy and Growth

Places - Roads and Infrastructure

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.

FINANCIAL IMPLICATIONS

Not applicable

RISKS

None identified.

COMMUNITY ENGAGEMENT

Not applicable



OUR PERFORMANCE
2024/25 Key Performance Indicators

KPIs

Places

Key Outputs	Measures	Target	Status Commentary	
Operation maintenance regimes maintained including cremator maintenance, test and tag, generator maintenance, fleet and plant servicing and registration	Completed as per schedules and Agreements in place	Complete (Registers updated)	Annual cremator service undertaken. Installation of new generator and upgrades to power infrastructure. Fleet maintenance undertaken.	
Road Maintenance Program	Gravel Roads - Minimum Length of Roads re-sheeted	>2km per year	Approximately 1.4 kilometres of re-sheeting has been successfully completed on Lawton Road and Walker Road.	
	Lights within the municipality working	>70%	The most recent assessment shows that the municipality's street lighting system is operating at over 70% efficiency.	
Asset Management Plans	Adopted Asset Management Plans Reviewed and Improvement Plan actions completed/ updated	Complete	Reserve Asset Management plans are progressing.	
Roadside maintenance	Vegetation slashed and Council roads mowed	2 rounds	Completed all targets within the scope of works.	
Weed Management	Weeds managed on Council roads, reserves and easements as per the strategies in the Management Plan	Complete	Two rounds plus, of spraying completed within the seasonal timeframe and on budget.	

CONTENTS

Progress

Key Outputs	Measures	Target	Status Commentary	
Recycled materials	Volume of green waste processed for resale	>1,400 cubic metres	7,827 cubic meters has been processed at Humpty Doo with an estimated 8,000 cubic meters collected since and ready for processing.	
	Volume of concrete crushed for resale	>450 cubic metres	KPI is no longer relevant following Council resolution to cease accepting Construction Waste.	
Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes	A total of 5,959.50 tonnes was transferred to Shoal Bay this year, representing an increase of approximately 31.9% compared to last year.	
	Commercial waste tonnage transferred to Shoal Bay	<1,000 tonnes	64.5 tonnes Transferred to Shoal Bay in 2024-2025.	
	Quantity of cash for containers collected and recycled	>40 tonnes	20.4 tonnes collected in 2024-2025.	
	Quantity of electronics collected for TechCollect	>50 tonnes	45 tonnes collected in 2024-2025.	
	Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	15 tonnes of tyres, 62.6 tonnes of batteries and 24 tonnes of oil collected in 2024-2025.	
	Quantity of scrap metal collected and recycled	>1,000 tonnes	1,148 tonne has been collected.	
Increase awareness of cemetery profile and public awareness of Thorak services	Provide information and promotion through Services provided, advertisement and information pamphlets	Complete	Promotion of Thorak through new wayfind technology.	
Library Collection	Number of annual loans	>14,000pa or 3,500 QTRLY	There were 17,073 annual loans (22% increase above KPI).	
Program delivery	Attendees at programs provided by the Library	>200 pm or >600QTR attendees OR 45 QTR >180 activities pa	4,612 attendees per annum and 223 Activities delivered over the year demonstrates consistently strong program/s attendance.	
Library events	Events delivered	>3 per year	4 Events Delivered: Students vs Seniors Science Week's Barra Tales fishing excursion Christmas Storytime National Simultaneous Storytime Freds Pass Show Storytime	

People

Key Outputs	Measures	Target	Status Commentary	
Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year four complete	Annual Community Survey results showed 64% of respondents rated Council Community Engagement performance at adequate or good.	
Social Media Management	Maintain interaction on Council's Facebook page – page followers	4,500	The 2024/2025 the number of followers for Council's Facebook page increase to over 4,500.	
Council partnership and support grants	Number of partnerships supported	8	Partnerships target has been met for FY 24-25.	
Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements Established and signed	Quarterly funding was paid on schedule to all reserve boards.	
Annual Community Grants Program Initiatives	Number of community events and programs supports	>8	Annual grants program supported 15 organisations with their projects for the benefit of the community.	
Australia Day Event	Community participation	Maintain attendance levels	The 2025 Australia Day event was a success with estimated attendance of 350 people.	
Annual Art Exhibition	Level of community participation	>60 entries	The 2025 Art Exhibition was successful, and it has grown significantly with 90 submissions this year.	
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000	Recycling has raised \$75k year to date.	
Ongoing maintenance of grounds and open spaces, including mowing, planting, weeding and irrigation	Service level rating from annual community survey	>60%	On-going maintenance of grounds completed throughout the 2024-2025 year.	
Submissions to the Northern Territory Government (Development Assessment Services)	Comments submitted on applications within required timeframe	>90%	66 Planning Applications received for the 2024-2025 period and all comments submitted on time	
Approval of Plans and Permits	Plan reviews for building certification issued within 10 working days	>90%	94 Stormwater Plans issued within the required timeframe. 1 Not issued within the required timeframe.	
Meeting Attendance	Attendance to meetings and working groups in relation to development, subdivision standards	>80%	Various Technical Working Group meetings attended as well as the fortnightly Development Assessment Forum	
Asset Management Plans	Asset management plans drafted as per schedule	>70%	Reserve Asset Management Plans are progressing as per schedule.	
Responsible dog ownership and community safety	Number of registered dogs de-sexed	>70%	The total number of registered dogs which are desexed is 3,026 (3,869 registered dogs) which equates to 78.2%.	
	Number of registered dogs increased	>10%	Total registrations for 2024-2025 saw a 4.5% increase (3,869). Noting this number reflects the dogs which have been advised as deceased or departed from the municipality.	
	Number of impounded dogs reclaimed by owner	>60%	2024-2025 saw 203 dogs impounded, of those dogs 51.7% were reclaimed by owner.	

CONTENTS

People cont.

Key Outputs	Measures	Target	Status Commentary	
Responsible Dog Awareness and Education	Animal Management in Litchfield – flyer direct to residents	1 flyer	This year has seen the second edition of the Regulatory Services Newsletter circulated to pet owners in July 2024.	
	Dog Awareness Program delivered at schools	6+ visits	2024-2025 seen 12 school education session conducted reaching 249 students, exceeding the 2024-2025 KPI.	
	Promotional and community engagement events, targeting improved awareness, increase registration, general pet owner education	4+ events	Regulatory Services attended 10 promotional and community events though out the 2024-2025.	
Regulatory Services Investigations	Short-term investigations completed within 30 working days	>60%	85.46% of short-term investigations were completed within the 30 working days.	
	Long-term investigations completed within 60 working days	>60%	98% of long-term investigations were completed within the 60 working days.	
	Abandoned vehicle investigations completed within 60 working days	>90%	96.91% of Abandoned Vehicle Investigations were completed within the 60 working days.	
	Customer requests actioned in less than two working days	>90%	89.33% of Customer Requests were actioned within the two working days.	
Front counter customer experience	Customer rating (very good, good, poor, very poor)	>Good	76% of participants in community survey 2025, rated customer services as either adequate, good or very good.	
Visitors to the library	Weekly door count	>400	22,224 visitors for the 2024-2025 year.	
Promotion of services	Followers of the Library Facebook page	>1,150	Library Facebook page popularity continues at 1,552 followers.	
Lifelong learning/ engagement	New members joined the 'Funky Chickens' children's reading club each year	>60pa OR >15 QRTLY	There were 93 new club members.	

Prosperity

Key Outputs	Measures	Target	Status Commentary	
Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2	Regular meetings attended with relevant ministers.	
Advocacy Strategy	Current year actions	Completed	Regular meetings attended with relevant ministers.	
Tourism and Events Strategy	Actions implemented	25%	Tourism and Events Strategy Expired 2024.	
Long Term Rating Strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Council currently generates over 60% own source revenue through Rates and Waste charges levied in July each year.	

Performance

Key Outputs	Measures	Target	Status Commentary	
Elected Members training and development	Min 1 per quarter	1	3 Professional Development opportunities undertaken.	
Annual Survey	Overall satisfaction	>60%	Council's overall performance was rated by 53% of respondents as being very good, good or adequate.	
Grant application	Grants received by Council acquitted within agreed timeframes	95%	All required Acquittals complete.	
Media monitoring and management	Media response time	<48 hours	All media queries responded to.	
Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	All requirements met.	
Maximise diversion from landfill	Amount of total waste diverted from landfill	>30%	2,282.9 tonnes (27%) have been diverted from Landfill for 2024-2025.	
	Amount of total waste that is dry recyclables i.e. cardboard and plastic	> 14%	1,620 of dry recycle was collected in 2024-2025.	
Approval of Plans and Permits	Works Permits issued within five days	>90%	90.25% were on time.	
Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	90%	All Stakeholders and affected residents have been consulted prior to works commencing.	
Capital Works Program	Programmed works completed on time	>75	Projects were completed within budget.	
Road Maintenance Program	Respond to customer requests	90%	Customer requests for road maintenance were responded to within target timeframes.	
Road Maintenance Program	Gravel roads graded	Twice per year	Grading Round 2 Completed	
Streetlights	Reported faults added to maintenance schedule	<5 days	Actioned when identified or reported.	
Bushfire management	Council managed firebreaks maintained and Bushfire compliant	Complete	All accessible firebreaks were slashed within NT Fire compliant timeframes. Programmed works to be undertaken to improve the accessibility to LC reserve areas and firebreaks particularly for weed management.	
Road furniture maintenance	Signs and guideposts repaired within target timeframes	>90% <24 hours urgent 14 days standard	CRM's and urgent signs replaced over the year within timeframes and multiple sign works are currently in progress.	
Employee Wellbeing	Regular employee benefits and inclusion activities	1 per quarter	6 employee benefits and inclusion activities held in 2024-2025.	
An engaged and productive workforce	Staff turnover rate	<7.5% per quarter (<30% yearly)	Staff turnover rate for 2024-2025 is 21.30%.	
	Staff satisfaction survey	>70%	A staff survey was conducted in February 2024 and showed a 65% overall satisfaction. The Executive Leadership team will continue to focus on areas of improvement. The next staff survey is expected to be completed in 2025.	

CONTENTS

Performance cont.

Key Outputs	Measures	Target	Status Commentary	
Number of workplace safety incidents	Number of notifiable incidents	0	There was one notifiable incident in 2024-2025.	
	Lost time injury rate	<3.5	The lost time injury rate for 2024-2025 is 1.72.	
	Workers' compensation claims	<3	There is currently one compensation claim ongoing.	
Information and Communications Technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period	90%	Service Desk requests closed against open requests exceeded 100%	
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	All major software updated	
Information and Communications Technology Improvement Plan	Annual actions completed	100%	Council utilises Essential 8 guidance in this area.	
ICT Security Audit actions	Annual actions completed	100%	Council utilises Essential 8 guidance in this area.	
Geographical Information Systems (GIS)	Age of GIS imagery of populated areas	<1 year	GIS imagery is current.	
	Age of NTG downloaded date	<1 week	Downloaded data is current.	
Policy Framework	Council policies reviewed before due date	>90%	Currently 7 overdue Council policies.	
Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4 per year	RMAC meetings held in August 2024, October 2024, February 2025 and May 2025.	
Records management	Number of refresher courses conducted	> 1	A total of 5 refresher courses conducted this year.	
Funding agreement	Development of new Library Agreement	100%	Library Agreement with Library & Archives NT signed in 2023 for 5 year period (2023-2028). All reporting and performance up to date in line with funding agreement requirements	
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Audit 2024 Complete	
	Asset sustainability ratio	30%	Asset sustainability ratio above 30%	
	Renewal Gap Not funded	<\$1 million	Council currently falls short of renewal demand	
	Current ratio (Liquidity)	> 1	Current ratio above 1	
	Debt Service Ratio	> 1	Council has no debt	
Investments	Compliance with policy and statutory requirements, reported monthly	>60%	Investments compliant	
Rates and accounts receivable collection	Rates and annual charges outstanding	<18%	Currently 14%	

8 OTHER BUSINESS

9 CONFIDENTIAL ITEMS

RECOMMENDATION

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 item(s):

8.1 Appointment of External Financial Auditor

This matter is considered to be confidential under Section 99(2) - ci of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

8.2 Annual Financial Statements and Closing Audit Report 2024-25

This matter is considered to be confidential under Section 99(2) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information subject to an obligation of confidentiality at law, or in equity.

10 REPORT OF CONFIDENTIAL RESOLUTIONS

11 CLOSE OF MEETING