Risk Management and Audit Committee Meeting (RMAC)

BUSINESS PAPER

Thursday 29th October 2026

Meeting to be held commencing 9:30 AM
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

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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 22 October 2026, pages be confirmed.

5 BUSINESS ARISING FROM MINUTES

5.1 Business Arising

AUTHOR: Natasha Clancy, Policy and Governance Officer

AUTHORISER: Rebecca Taylor, Director Governance & Community

ATTACHMENTS: 1. Business Arising - Oct 26

EXECUTIVE SUMMARY

This report provides an update on actions arising from previous Council meetings and outlines progress made on outstanding items.

RECOMMENDATION

1. That Risk Management and Audit Committee receive and note the business arising as at attachment 1.

Business Arising from the minutes

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 Practice, requirement.	CEO	Remains outstanding
13/03/2026	**RMAC/26/002 – Internal Audits** 1. That the Risk Management and Audit Committee receive and note the progress on the internal audits. 2. Resolution on the completion of the reserves AMP, by 30th April 2026 and if no resolution is forthcoming then a plan on the completion of the AMP is provided to the next meeting. 3. Strategic internal audit plan is developed and presented for consideration by this committee for the next meeting. 4. Update on outstanding items be provided at the next meeting.	DGC	Complete
13/03/2026	**RMAC/26/003 – Management of Hazards Procedure** 1. That Risk Management and Audit Committee note the amended draft WHSp08 Management of Hazards procedure, attachment A, with the addition of the words High Risk Activities in the definition or SWIMS. 2. This procedure is reviewed and presented to this committee within the next 12 months.	DGC	In progress
28/05/2026	**RMAC/26/009 - Internal Audit Update** That the Risk Management and Audit Committee: 1. Receive and note the progress on the internal audits; and 2. Provides feedback on the draft Strategic Audit Plan as at Attachment 1.	DGC	Complete

	3. That the internal Strategic Audit Plan is reviewed annually at the last committee meeting of the financial year to review the next years internal plan and audit objectives. 4. That the audit objectives detailed in the Internal Audit Plan for; (a) Payroll to be amended to include compliance for superannuation legislation, regulations and rules, and fringe benefits tax requirements; (b) Planning to include review of Council policies, plan and guidelines to ensure compliance with the Planning Act and other relevant legislation.		
28/05/2026	**RMAC/26/010 – Risk Register** That the Committee request Council officers provide advice at the next meeting regarding the reference to traffic audits in the Risk Register dated 13 March 2026, and the reason why it should be removed.	DCG	Complete
27/08/2026	**RMAC/26/019 – Internal Audit Update** That the Risk Management and Audit Committee: 1. endorse the audit objectives, at attachment 1, for the 2026-2027 financial year, noting that there will be three audits undertaken being Payroll, Library and Traffic Management. Planning to be deferred to next year; 2. receive and note the library proposal at attachment 2; 3. recommend that immediate action be undertaken to address Psychosocial hazards through consideration of compressed operating hours, utilisation of casual staff during high demand periods, using the EAP provider for site attendance to support staff, restriction on large groups. We recommend these actions be implemented and continued until any recommendations from the Public Library audit can be implemented; and	DCG	Complete

	4. note the information provided on the Traffic Management audit that formed part of the previous internal audit plan;		

6 ACCEPTING OR DECLINING LATE ITEMS

7 OFFICER REPORTS

7.1 Key Performance Indicators

AUTHOR: Natasha Clancy, Policy and Governance Officer

AUTHORISER: Rebecca Taylor, Director Governance & Community

ATTACHMENTS: 1. 2025.2026 EOY Key Performance Indicators

EXECUTIVE SUMMARY

This report presents RMAC with the Key Performance Indicators (KPI) summary for inclusion into the 2025-2026 Annual Report.

RECOMMENDATION

1. That the Risk Management and Audit Committee notes the Key Performance Indicators, at Attachment 1, for inclusion into the 2025-2026 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 1, provide an assessment of Council's achievements and deliverables during the 2025-2026 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

Nil

RISKS

Nil

COMMUNITY ENGAGEMENT

Nil

Community Development **2025/2026 Key Performance Indicators**

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Council partnership and support grants	Number of partnerships supported	8	Yes	Yes	Yes	Yes	Grants and partnerships levels have exceeded target for the financial year.
Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements Established and signed	Yes	Yes	Yes	Yes	Payments for the financial year have now been completed.
Annual Community Grants Program Initiatives	Number of community events and programs supports	>8	Yes	Yes	Yes	Yes	The Annual Grants Program supported 14 organisations to deliver projects that directly benefited the Litchfield community.
Australia Day Event	Community participation	Maintain attendance levels	Yes	Yes	Yes	Yes	Grant funding maintained service delivery and attendance levels, with positive community feedback.
Annual Art Exhibition	Level of community participation	>60 entries	Yes	Yes	Yes	Yes	This was successfully delivered with target entries exceeded.

Finance and Customer Service **2025/2026 Key Performance Indicators**

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Front counter customer experience	Customer rating (very good, good, poor, very poor)	Good	Yes	Yes	Yes	Yes	Council continued to deliver high-quality customer service and monitor community satisfaction through the Annual Community Survey.
PROSPERITY							
Long Term Rating Strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Yes	Yes	Yes	Yes	Council generates over 60% of it's own source revenue through rates and waste charges levied annually in July.
PERFORMANCE							
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Yes	Yes	Yes	Yes	The Unqualified audit report for 2025 complete.
	Asset sustainability ratio	30%	Yes	Yes	Yes	Yes	Asset sustainability ratio increased throughout the year as planned asset renewals were completed.
	Renewal Gap Not funded	<$1 million	No	No	No	No	Council fell short of the required renewal funding to meet asset renewal demand.
	Current ratio (Liquidity)	>1	Yes	Yes	Yes	Yes	Current ratio remained above the target of 1 throughout the year.
	Debt Service Ratio	>1	Yes	Yes	Yes	Yes	Council maintained a debt-free position throughout the year.
Investments	Compliance with policy and stautory requirements, reported monthly	>60%	Yes	Yes	Yes	Yes	Investments remained fully compliant with Council policy and statutory requirements throughout the year.

Finance and Customer Service **2025/2026 Key Performance Indicators**

Rates and accounts receivable collection	Rates and accounts receivable collection	<18%	Yes	Yes	Yes	Yes	Rates and accounts receivable remained well below the 18% target.

Governance

2025/2026 Key Performance Indicators

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PERFORMANCE							
Policy Framework	Council policies reviewed before due date	>90%	No	No	N/A	No	The 90% target was not achieved, with 11 Council policies overdue for review at the end of 2025–26.
Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4 per year	Yes	Yes	Yes	Yes	Four RMAC meetings were held during the year in August 2025, October 2025, March 2026 and May 2026.
Records Management	Number of refresher courses conducted	>1	Yes	Yes	Yes	Yes	Four records management refresher courses were conducted during the year, exceeding the annual target.

Human Resources

2025/2026 Key Performance Indicators

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PERFORMANCE							
Employee Wellbeing	Regular employee benefits and inclusion activities	1 per quarter	Yes	Yes	Yes	Yes	Four employee wellbeing and inclusion activities were held during the year, meeting the quarterly target.
An engaged and productive workforce	Staff turnover rate	<7.5% per quarter (<30% yearly)	Yes	Yes	Yes	Yes	Staff turnover rate for 2025-26 was 8.6%
Number of workplace safety incidents	Number of notifiable incidents	0	Yes	Yes	Yes	Yes	One notifiable workplace safety incident was recorded during 2025–26.

Information Services **2025/2026 Key Performance Indicators**

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PERFORMANCE							
Information and Communications Tehcnology (ICT) managed service contract management	Percentage of Service Desk requests closed against open request during a period	90%	Yes	Yes	Yes	Yes	Over 90% of requests received during the financial year were closed.
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	Yes	Yes	Yes	Yes	CES software remained within the required patch level, with all major updates completed.
ICT Security Audit actions	Annual actions completed	100%	Yes	Yes	Yes	Yes	All annual ICT security audit actions were completed in line with Essential Eight requirements.
Geographical Information Systems (GIS)	Age of GIS imagery of populated areas	<1 year	Yes	Yes	Yes	Yes	GIS imagery is current.
	Age of NTG downloaded date	<1 week	Yes	Yes	Yes	Yes	NTG data remained current.

Infrastructure

2025/2026 Key Performance Indicators

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PROGRESS							
Renewable energy initiatives	Review options for renewable energy initiatives for council	Completed	Yes	Yes	Yes	Yes	Council completed its review of renewable energy options and continued making practical energy-efficiency improvements during the year. This included progressing the FPRR Electrical and Lighting Upgrade Package 2, which will replace the existing soccer and rugby union field lights with more efficient LED floodlighting.
PROSPERITY							
CRM Management	Aim to resolve all complaints, providing reasons for the outcome, within 10 business days.	Completed	Yes	Yes	Yes	Yes	CRM requests were managed throughout the year, with customers contacted and provided with an outcome or update within the required timeframe. Some matters took longer to finalise because they required site inspections, technical advice, contractor input or scheduled works. In these cases, customers were kept informed about progress and the next steps.

Infrastructure **2025/2026 Key Performance Indicators** LITCHFIELD COUNCIL

Capital Works Program and Maintenance Program	Maintain a minimum local content in tenders	15%	Yes	Yes	Yes	Yes	The 15% local-content weighting was included in all relevant infrastructure tenders and procurement activities during the year. This ensured local participation remained an important consideration when tenders and quotations were assessed.
PLACES							
Road Maintenance Program	Gravel Roads Graded	Twice per Year	No	No	Yes	Yes	Council did not complete the planned two rounds of gravel-road grading. The extended wet season, poor weather and restricted access delayed the program. One grading round was completed, along with gravel resheeting and repairs to roads damaged during the wet season. Available resources were directed to the roads with the greatest safety and maintenance needs.
Streetlights	Percentage of operational streetlights within the municipality	>80%	Yes	Yes	Yes	Yes	The number of operational streetlights remained above the 80% target during the year. Faults were picked up through routine checks and customer reports, and repairs were arranged as needed to keep the streetlighting network operating effectively.
PERFORMANCE							

Infrastructure **2025/2026 Key Performance Indicators** LITCHFIELD COUNCIL

Streetlights	Time taken to address reported faults	<4 days	Yes	Yes	Yes	Yes	Reported streetlight faults were assessed and actioned within four days during the year. Where repairs were required, these were arranged with the relevant service provider and followed up as needed.
Capital Works Program	Program works completed on time	>75% planned works committed	Yes	Yes	Yes	Yes	More than 75% of the planned capital works were committed by the end of the financial year. Projects moved through design, procurement and construction, although some timelines had to be adjusted because of contractor availability, approvals, design requirements and site conditions.
Road Maintenance Program	Respond to customer requests. Contact the customer and provide an outcome within 10 business days.	>90%	Yes	Yes	Yes	Yes	More than 90% of road maintenance requests received a response, outcome or progress update within 10 business days. When an issue required an inspection, technical assessment or future maintenance work, customers were advised of what would happen next and the likely timeframe.

Library

2025/2026 Key Performance Indicators

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Visitors to the library	Weekly door count	>400	Yes	Yes	Yes	Yes	A total of 52,962 library visits were recorded during the year.
Promotion of service	Followers of the Library Facebook page	>1,150	Yes	Yes	Yes	Yes	Library Facebook page reached 1,800 followers by the end of 2025–26.
Lifelong learning/engagement	New members joined the 'Funky Chickens' Children's reading club each year	>60pa or >15 Qrtly	Yes	Yes	Yes	Yes	419 new Funky Chicken memberships were recorded during the year, exceeding the annual target of 60.
PROGRESS							
Library Collection	Number of annual loans	>14,000 pa or 3,500 QRTLY	Yes	Yes	Yes	Yes	31,137 library loans were recorded during the year, exceeding the annual target of 14,000.
Program delivery	Attendees at programs provided by the Library	>200 pm or >600QTR attendees or 45 QRT > 180 activities pa	Yes	Yes	Yes	Yes	9,865 attendances were recorded across 225 library activities during the year.

Library **2025/2026 Key Performance Indicators**

Library Events	Events Delivered	>3 per year	Yes	Yes	Yes	Yes	Eight large events were delivered during the year.
PERFORMANCE							
Funding agreement	Development of new Library Agreement	100%	Yes	Yes	Yes	Yes	The 2023–28 funding agreement remains in place, with all monthly and annual reporting requirements met.

Mobile Work Force

2025/2026 Key Performance Indicators

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Improve Community Satisfaction in Roadside Maintenance (Mowing, Slashing, Road Signs)	Community Survey Satisfaction Survey	>60%	YES	YES	YES	YES	There has been positive feedback from multiple LC Rate Payers as the MWF Team endeavours to tend to CRMs and public requests as well as the team displaying attention to detail in day to day works.
PROGRESS							
Implement Interactive System on our website and facebook pages	Monthly updates during the MWF Roadside managment program Schedule	Increased Ongoing Updates	YES	YES	YES	YES	The MWF Roadside Management Program schedule is updated monthly based on conditions and tracks works completed during the previous month. Further development of regular website and social media updates is ongoing.
PROSPERITY							
Support local businesses through procurement processes (eg. Consumables, oil, herbicides, and service technicians)	Purchase orders and credit card purchases issued to local Suppliers	>60%	YES	YES	YES	YES	Over 80% of purchase orders were issued to local suppliers for a vast range of goods and services.
PLACES							
Roadside maintenance	Vegetation slashed/mowed and sprayed on Council roads and verges	Minimum Twice Per Year	YES	YES	YES	YES	The minimum of 2 rounds completed for 25/26 season with extra works also undertaken due to above average seasonal rainfall and excellerated vegetation growth rates

Mobile Work Force **2025/2026 Key Performance Indicators** LITCHFIELD COUNCIL

Bushfire management	Council Land firebreak maintenance sprayed and slashed in compliance with Council Fire Management Plan	Completed	YES	YES	YES	YES	Firebreak maintenance on all LC Reserves and applicable corridors have been slashed and sprayed in compliance with the NT Fire regulations, taking into consideration the well above average rainfall the Top End recieved. Extra works regarding improved access will be undertaken as ground conditions become more favorable.
Signage and guidepost Maintenance	Replacement complete within recommended timeframes	>90%	YES	YES	YES	YES	Signage and guidepost replacement and repairs this past quarter have been prioritised by the MWF team which will be ongoing. CRM responses in this space have been undertaken well within timeframes when resources allowed.
PERFORMANCE							
Customer Request Responses	Respond to customer requests. Contact the customer and provide an outcome within 10 Business days.	>90%	YES	YES	YES	YES	Over 90% of CRM's were completed with a positive outcome within 10 days.

Office of Chief Executive **2025/2026 Key Performance Indicators**

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year four Complete	Yes	Yes	Yes	Yes	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	Yes	Yes	Yes	Yes	Follower count reached 6,282, exceeding the target of 4,500.
PROSPERITY							
Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	Completed	Yes	Yes	N/A	N/A	Quarterly Ministerial meetings were held and advocacy submissions progressed throughout the year.
Advocacy Strategy	Current year actions	Completed	Yes	Yes	N/A	N/A	Current year actions under the Advocacy Strategy were completed as planned.
PERFORMANCE							
Elected Members training and development	Min 1 per quarter	2	Yes	Yes	Yes	Yes	A total of 14 Elected Member training and development opportunities were undertaken, meeting the annual target.
Annual Survey	Overall satisfaction	Completed	Yes	Yes	N/A	N/A	All requirements met.
Grant application	Grants received by Council acquitterd within agreed timeframes	Completed	Yes	Yes	N/A	N/A	All required Acquittals complete
Media monitoring and management	Media response time	Completed	Yes	Yes	N/A	N/A	All media queries responded to.
Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	N/A	N/A	All requirements met.

Planning and Development **2025/2026 Key Performance Indicators**

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Provide information to the Community about the NT Planning & Development space	Minimum 1 Social Media Post per quarter (4 per year)	4 per year	Yes	Yes	N/A	N/A	There were 3 notable social media engagements which include and update on the Asche subdivision, Have Your Say campaign and the Meade Road realignment consultation. Additionally, planning application information was shared for information for the community. With these activites, the Planning & Development team met this target.
PROGRESS							
Submissions to the Northern Territory Government (Development Assessment Services)	Comments submited on planning applications within required timeframe	>90%	Yes	Yes	N/A	N/A	Council submitted a total of 73 Planning Submissions for the year. All submissions were within the required timeframes.
PLACES							
Submissions to the Northern Territory Government on 'Have Your Say' proposals	Letters of comment submitted within the required timeframe	>90%	Yes	Yes	N/A	N/A	1 Strategic Planning Policy 1 Infill Development 1 NTEPA Referral - Wak Wak Solar All were submitted within the required timeframes.
PERFORMANCE							
Approval of Plans and Permits	Work Permits issued within five days	>90%	Yes	Yes	N/A	N/A	A total of 268 Works Permits were issued for the period, this doesn't include internal works permits for Council ordered works. All permits are issued witthin the required timeframes.

Regulatory Services **2025/2026 Key Performance Indicators**

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Responsible dog ownership and community safety	Number of registered dogs de-sexed	>70%	Yes	Yes	Yes	Yes	The total number of registered dogs which are desexed 3,035 or 75.59%.
	Number of registered dogs increased	>10%	No	No	No	No	4,032 registered dogs at year end. Registration audits continue to identify changes to dog records, including deceased and relocated dogs.
Responsible Dog Awareness and Education	Animal Management in Litchfield - Flyer direct to residents	1 flyer	Yes	Yes	Yes	Yes	The annual Regulatory Services Newsletter was distributed to all dog owners with their Dog Registration Renewal Notice on 24 July 2025.
	Dog Awareness Program delivered at schools	6+ visits	Yes	Yes	Yes	Yes	Six school visits were delivered during the year, reaching 241 students.
	Promotional and community engagement events, targeting improved awareness, increase registration, general pet owner education	4+ events	Yes	Yes	Yes	Yes	Regulatory Services attended seven community engagement events during the year, promoting responsible pet ownership and dog registration.
	Short-term investigations completed within 30 working days	>60%	Yes	Yes	Yes	Yes	88.19% of short-term investigations were completed within 30 working days during the year.

Regulatory Services **2025/2026 Key Performance Indicators** LITCHFIELD COUNCIL

Regulatory Services Investigations	Long-term investigations completed within 60 working days	>60%	Yes	Yes	Yes	Yes	98.58% of long-term investigations were completed within 60 working days during the year.
	Abandoned vehicle investigations completed within 60 working days	>90%	Yes	Yes	Yes	Yes	98.25% of abandoned vehicle investigations were completed within 60 working days during the year.
	Customer requests actioned in less than two working days	>90%	Yes	Yes	Yes	No	91.50% of customer requests were actioned within two working days during the year.

Thorak Cemetery

2025/2026 Key Performance Indicators

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Efficient maintenance of grounds and open spaces, including improved mowing,planting, weeding, and irrigation regimes	Service level rating from annual community survey	>60%	Yes	Yes	Yes	Yes	Service level rating achieved 70%, exceeding the target of 60%. Continued irrigation upgrades and maintenance. Seasonal fluctuation due to weather events, cyclone clean up and staff turn over.
PROGRESS							
Revise Cemetery business plan and master plan	Completion and adopted	Complete	No	No	N/A	N/A	Business Plan review has not yet been undertaken this financial year. This will be scheduled in a future quarter subject to resource availability and strategic priorities.
PROSPERITY							
Ensure Water Extraction Licence is kept within limits by managing water use efficiency	Maintain within allocated water allowance extraction license while maintaining green spaces	Complete	Yes	Yes	Yes	Yes	Water usage managed to within license limits. Green spaces maintained to expected service levels.
PLACES							

Thorak Cemetery **2025/2026 Key Performance Indicators** LITCHFIELD COUNCIL

Maintain operation maintenance regimes including cremator maintenance, test and tag, generator maintenance, fleet and plant servicing, and registration	Completion as per schedules and agreements in place	Complete	Yes	Yes	Yes	Yes	All scheduled maintenance completed. Cremator annual service carried out. Generator serviced and operational.
PERFORMANCE							
Maintain Social Media Communications to ensure council's presence in the market and sustain cremation revenue at a minimum of 30%	Maintain social media involvement in the community, monitor engagement levels, and track cremation service revenue to ensure it remains at or above 30%	>30%	No	No	N/A	N/A	Facebook activity was not undertaken; however, Thorak Cemetery services continued to be promoted through Google listings, Yellow Pages, the Council website and information pamphlets.

Waste

2025/2026 Key Performance Indicators

Key Outputs	Measures	Target	On Time/Target for Qtr	On Time/Target (YTD)	On Budget for Qtr	On Budget (YTD)	Status Commentary
PEOPLE							
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	$40,000.00	Yes	Yes	Yes	Yes	Council has exceeded the annual Community Benefit Fund income target of $40,000, with total recycling income of $88,311.65 generated for the year.
PROGRESS							
Recycled materials	Green waste processed for resale	Once per year	Yes	Yes	Yes	Yes	The free mulch program continued to be well received, with available mulch stockpiles exhausted at all Council waste transfer stations.
Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes	Yes	Yes	No	No	6,388.28 tonnes of residential waste was transferred to Shoal Bay, remaining within the annual target of 7,300 tonnes.
	Commercial waste tonnage transferred to Shoal Bay	<500 tonnes	Yes	Yes	No	No	108.79 tonnes of commercial waste was transferred to Shoal Bay, remaining within the annual target of 500 tonnes.
	Quantity of cash for containers collected and recycled	>30 tonnes	Yes	Yes	Yes	Yes	A total of 35.5 tonnes was collected and recycled through the Cash for Containers program during 2025–26, achieving the annual target of more than 30 tonnes.
	Electronics collected for TechCollect	>50 tonnes	No	No	N/A	N/A	37.7 tonnes of e-waste was collected and sent for recycling during the year.

Waste **2025/2026 Key Performance Indicators** LITCHFIELD COUNCIL

	Tyres, batteries and oil collected for recycling	Once Per Year	Yes	Yes	No	No	A total of 99.55 tonnes of tyres, 57.4 tonnes of batteries and 61.6 tonnes of waste oil were collected for recycling.
	Scrap metal processed collected and recycled	Once Per Year	Yes	Yes	Yes	Yes	A total of 1,564 tonnes of scrap metal was processed across Council's waste transfer stations during the year.
PROSPERITY							
Develop Waste Strategy	Completion of strategy document, including stakeholder consultation and council approval	Completed	N/A	N/A	N/A	N/A	Development of the new Waste Strategy will commence following the release of Council's new Strategic Plan to ensure alignment with Council's strategic direction.
PERFORMANCE							
Maximise diversion from landfill	Amount of total waste diverted from Landfill	>30%	Yes	Yes	yes	yes	A total waste diversion rate of 30.51% was achieved, meeting the target of greater than 30%.
	Amount of total waste that is dry recyclables i.e cardboard and plastic	>14%	Yes	Yes	Yes	yes	A total of 26.1 tonnes of cardboard and 167.6 tonnes of co-mingled recyclables were recovered, representing 15.4% of diverted recyclable materials and meeting the target.

Team name

2025/2026 Key Performance Indicators

Key Outputs	Measures	Target	Q1	Q2	Q3	Q4	Status Commentary
PEOPLE							
PROGRESS							
PROSPERITY							
PLACES							
PERFORMANCE							

7.2 Meeting Schedule and Workplan 2027

AUTHOR: Natasha Clancy, Policy and Governance Officer

AUTHORISER: Rebecca Taylor, Director Governance & Community

ATTACHMENTS: Nil

EXECUTIVE SUMMARY

This report presents the proposed RMAC meeting schedule and workplan for 2027.

RECOMMENDATION

1. That the Risk Management and Audit Committee endorse the meeting schedule and workplan for 2027.

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 2027, meeting all necessary requirements.

25 February 2027 9:30am	• Review progress on internal audits • Review risk register • Review annual external audit plan • Review management response to auditor's findings 2025/2026
27 May 2027 9:30am	• Review progress on internal audits • Review risk register • Interim Audit Report for year end 2027 • FIN10 Fraud Protection Policy
26 August 2027 9:30am	• Review progress on internal audits • Review risk register
21 October 2027 9:30am* **This meeting date is subject to change due to timing of delivery of audit and annual report.*	• Review progress on internal audits • Review risk register • Review 2026-2027 financial statements • Review 2026-2027 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

Nil

RISKS

Nil

COMMUNITY ENGAGEMENT

Nil

7.3 Appointment of Independent Chairperson - Risk Management and Audit Committee

AUTHOR: Natasha Clancy, Policy and Governance Officer

AUTHORISER: Rebecca Taylor, Director Governance & Community

ATTACHMENTS: 1. Greg Arnott Litchfield Council Further Term Letter

EXECUTIVE SUMMARY

The purpose of this report is to advise the Risk Management and Audit Committee (RMAC) of Council's decision to reappoint Gregory Arnott as the independent Chairperson for a further term.

RECOMMENDATION

1. That Risk Management and Audit Committee receive and note the reappointment of Gregory Arnott as the independent Chairperson for a term of four years, ending 31 December 2030.

BACKGROUND

As per Council Policy FIN09 Risk Management and Audit Committee, the Committee is required to have an independent Chairperson.

At the Ordinary Council Meeting held on 17 October 2023, Council appointed Gregory Arnott as the independent Chairperson for a term of three years, ending 31 December 2026.

At the Ordinary Council Meeting held on 19 October 2026, Council approved the reappointment of Mr Arnott for a further term of four years, ending 31 December 2030.

The reappointment ensures continuity of the Committee and compliance with Council's governance requirements.

LINKS WITH STRATEGIC PLAN

Performance - An Effective and Efficient Organisation

LEGISLATIVE AND POLICY IMPLICATIONS

Local Government Act 2019

FIN09 Risk Management and Audit Committee

FINANCIAL IMPLICATIONS

Nil

Risks Failure to appoint an independent Chairperson prior to the expiry of the current term may impact the continuity and operation of the Committee.

COMMUNITY ENGAGEMENT

Nil

GREG ARNOTT Darwin, NT 0800 | 0458 520 330 | gregarnott@bigpond.com

12th October 2026

Litchfield Council
7 Bees Creek Road,
Freds Pass NT 0822

Dear Members of the Council,

I am writing to formally confirm my willingness and commitment to continue serving as Chair of Litchfield Council's Risk Management and Audit Committee (RMAC) for a further term following the expiration of my current appointment on 31 December 2026.

I have greatly appreciated the opportunity to contribute to the governance, risk management, and financial oversight of Litchfield Council in this role, and I would be honoured to continue supporting the Council and executive team moving forward.

Thank you for your ongoing confidence and consideration.

Yours sincerely,



Greg Arnott

MBA, GradCert BusAdmin

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):

9.1 Confidential Minutes of the Risk Mangement and Audit Committee Meeting Held on 27 August 2026

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.

9.2 Annual Financial Statements and Closing Audit Report 2025-2026

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.

9.3 Risk Register

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.

9.4 Internal Audit Update

This matter is considered to be confidential under Section 99(2) - ciii 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 prejudice the security of the council, its members or staff.

10 REPORT OF CONFIDENTIAL RESOLUTIONS

11 CLOSE OF MEETING