



# AGENDA

## Te Miromiro - Assurance, Risk and Finance Committee Meeting

**Wednesday, 23 October 2024**

**Time: 10:00 AM**

**Location: Council Chamber, Kaikohe**


### **Membership:**

Mr Graeme McGlinn - Chairperson  
Deputy Chairperson John Vujcich  
Kahika - Mayor Moko Tepania  
Kōwhai - Deputy Mayor Kelly Stratford  
Cr Ann Court  
Cr Penetaui Kleskovic  
Cr Steve McNally



**Te Kaunihera  
o Te Hiku o te Ika**  
Far North District Council



	<b>Authorising Body</b>	Mayor/Council
	<b>Status</b>	Standing Committee
<b>COUNCIL COMMITTEE</b>	<b>Title</b>	Te Miromiro – Assurance Risk and Finance Terms of Reference
	<b>Approval Date</b>	15 December 2022
	<b>Responsible Officer</b>	Chief Executive

### (1) Purpose

The purpose of Te Miromiro - Assurance, Risk and Finance Committee is to assist and advise the Governing Body in discharging its responsibility and ownership of finance, risk and internal control.

Committee will review the effectiveness of the following aspects:

- 1.1 The robustness of financial management practices;
- 1.2 The integrity and appropriateness of internal and external reports and accountability arrangements;
- 1.3 The robustness of the risk management framework;
- 1.4 The robustness of internal controls and the internal audit framework;
- 1.5 Compliance with applicable laws, regulations, standards and best practice guidelines;
- 1.6 The establishment and maintenance of controls to safeguard the Council's financial and non-financial assets;
- 1.7 Data governance framework

To perform his or her role effectively, each member must develop and maintain his or her skills and knowledge, including an understanding of the Committees responsibilities, and of the Council's business, operations and risks.

### (2) Membership

The Council will determine the membership of the Committee including at least one independent appointment with suitable financial and risk management knowledge and experience.

The Committee will comprise of elected members, and one independent appointed member, appointed as Chair with full voting rights.

#### Membership is as follows:

Mr Graeme McGlinn – Chairperson and Independent Member

John Vujcich – Deputy Chairperson

Kahika - Moko Tepania

Kōwhai - Kelly Stratford

Ann Court

Penetaui Kleskovic

Steve McNally

### **(3) Quorum**

The quorum at a meeting of the Committee is 4 members.

### **(4) Frequency of Meetings**

The Committee shall meet six weekly.

### **(5) Power to Delegate**

The Committee may not delegate any of its responsibilities, duties or powers.

### **(6) Responsibilities**

The Committees responsibilities are described below:

#### **6.1 Financial systems and performance of the Council**

- 6.1.1 Review the Council's financial and non-financial performance against the Long-Term Plan and Annual Plan
- 6.1.2 Review Council quarterly financial statements and draft Annual Report

#### **6.2 Far North Holdings Limited (FNHL)**

- 6.2.1 Recommend to Council the approval of the Letter of Expectation and Statement of Intent
- 6.2.2 Receive Annual Report (s67 LGA)
- 6.2.3 Receive quarterly financial statements (s66 LGA)
- 6.2.4 Receive reports on FNHL strategies and plans

#### **6.3 Risk Management**

- 6.3.1 Review appropriateness of Council's risk management framework and associated procedures for effective risk identification, evaluation and treatment
- 6.3.2 Receive and review risk management dashboard reports
- 6.3.3 Provide input, annually, into the setting of the risk management programme of work
- 6.3.4 Receive updates on current litigation and legal liabilities

#### **6.4 Internal Audit and Controls**

- 6.4.1 Review whether management has in place a current and comprehensive internal audit framework
- 6.4.2 Receive and review the internal audit dashboard reports
- 6.4.3 Provide input, annually, into the setting of the internal audit programme of work
- 6.4.4 Review whether there are appropriate processes and systems in place to identify and investigate fraudulent behaviour

The Committee will manage Council's relationship with external auditor.

### **(7) Rules and Procedures**

Council's Standing Orders and Code of Conduct apply to all meetings.

# Far North District Council

## Audit, Finance and Risk Committee work plan

Terms of reference	Work stream	Work Plan Dates						
		28-Feb	3-Apr	22-May	24-Jul	4-Sep	22-Oct	3-Dec
<b>Internal Controls framework</b>	Outstanding auditor recommendations, progress and updates	x	x					x
	Issues arising from Audits, register of issues and risks, updates	x	x					x
	Internal audit plans, and focus audits							x
	Cyber security and system availability risks (Px)		x					
<b>Finance and reporting oversight</b>	Budget v actual review of key areas, year end forecasts	x		x	x		x	
	Capital expenditure and financing	x		x	x		x	
	Debt, liquidity, and debtor performance, hygiene factors	x		x	x		x	
	Levels of service (SSP) review	x		x			x	
	Financial, Quarterly updates, including performance SOI's for CCTO's	x		x			x	
<b>External reporting and accountability</b>	Review of accounting policies			x				
	Review of valuations					x		
	Review of Auditor Planning documents			x				

	Review of key audit issues						x	
	Review of Draft annual report, representation letters and recommendation to Council re signing					x		
	Review of Report to Governance						x	
	Emerging accounting issues and requirements (Green)							
	Changes in the legislative environment and emerging risks and changes							
<b>Key Council plans</b>	Review of upcoming Annual Plan or LTP and key assumptions and accounting policies					x		
	Legislative compliance with LGFA / LGA						x	
<b>Risk management</b>	Review of top risks - update	x		x		x		x
	AFRC and Executive team risk issues and emerging risks (Horizon scan)	x		x		x		x
	Risk management update on projects and work streams	x		x		x		x
	Risk management workshop to update the overall risk register (annual) and brain storm			x				
	Deep dive into a risk area (cyclical)	x		x	x			x
	Delegations register review		x					
<b>Probity, Waste, and Policies</b>	Sensitive expenditure review, critical fraud controls and reviews of control effectiveness				x			
	Fraud risk update and work streams				x			x

	Cyclical review of key fraud and internal control risk areas	x		x	x		x	
	Policies - cyclical review schedule				x			
<b>Insurance</b>	Review of policies, processes and strategies					x		
	Review of annual insurance renewals					x		
<b>Treasury</b>	Treasury policies including covenants and policy compliance					x		
	Economic update and impact on to AP/LTP						x	
<b>Occupational Health and Safety</b>	Report on progress, and learnings	x	x	x	x	x	x	x
	Stopwork notices and handling	x	x	x	x	x	x	x
	Key risk areas and compliance	x	x	x	x	x	x	x
<b>Legal issues and updates</b>	Current legal issues in progress (Px)	x	x	x	x	x	x	x
	Potential legal issues and risks (Px)	x	x	x	x	x	x	x
	Legal compliance review across Council					x		
	Ratings validity review						x	
<b>Other</b>	Review and confirmation of Terms of Reference		x					
	Review and update the ARFC work plan		x					
	Review of the effectiveness of the AFRC		x					

	Review of the external auditor performance (3 yearly)		x					
		17	13	18	13	15	16	13



**Far North District Council**  
**Te Miromiro - Assurance, Risk and Finance Committee Meeting**  
**will be held in the Council Chamber, Kaikohe on:**  
**Wednesday 23 October 2024 at 10:00 AM**

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**Te Paeroa Mahi / Order of Business**

<b>1</b>	<b>Karakia Timatanga / Opening Prayer .....</b>	<b>11</b>
<b>2</b>	<b>Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Declarations of Interest .....</b>	<b>11</b>
<b>3</b>	<b>Ngā Tono Kōrero / Deputation.....</b>	<b>11</b>
<b>4</b>	<b>Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes .....</b>	<b>12</b>
4.1	Confirmation of Previous Minutes .....	12
<b>5</b>	<b>Ngā Pūrongo Taipitopito / Information Reports .....</b>	<b>18</b>
5.1	Mayoral Discretionary Fund .....	18
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5.3	Far North Holdings Limited Annual Report 2023/24 .....	24
5.4	Health Safety and Wellbeing.....	76
<b>6</b>	<b>Te Wāhanga Tūmataiti / Public Excluded .....</b>	<b>80</b>
6.1	FNDC Current Legal Action Potential Liability Claims .....	80
6.2	Confirmation of Previous Minutes Public Excluded .....	80
6.3	Adoption of Annual Report and Auditors Report.....	80
6.4	Risk Management Update.....	80
<b>7</b>	<b>Karakia Whakamutunga / Closing Prayer .....</b>	<b>81</b>
<b>8</b>	<b>Te Kapinga Hui / Meeting Close .....</b>	<b>81</b>



**1 KARAKIA TIMATANGA / OPENING PRAYER****2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Committee and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Manager - Democracy Services (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

**3 NGĀ TONO KŌRERO / DEPUTATION**

No requests for deputations were received at the time of the Agenda going to print.

## 4 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

### 4.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4899755

**Author:** Marysa Maheno, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow the Committee to confirm that the minutes are a true and correct record of previous minutes.

#### TŪTOHUNGA / RECOMMENDATION

That Te Miromimro - Assurance, Risk and Finance Committee confirm the minutes of the previous meeting held 4 September 2024 are a true and correct record.

#### 1) TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 Schedule 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

#### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

Far North District Council Standing Orders Section 27.3 states that no discussion shall arise on the substance of the minutes in any succeeding meeting, except as to their correctness.

#### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The reason for the recommendation is to confirm the minutes are a true and correct record of the previous meetings.

#### 3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision as a result of this report.

#### ĀPITIHINGA / ATTACHMENTS

1. Te Miromiro - Assurance, Risk and Finance Committee Minutes 4 September 2024 - A4862746  

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications for Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**UNCONFIRMED**

Te Miromiro - Assurance, Risk and Finance Committee Meeting Minutes

4 September 2024

**MINUTES OF FAR NORTH DISTRICT COUNCIL  
TE MIROMIRO - ASSURANCE, RISK AND FINANCE COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 5 MEMORIAL AVENUE, KAIKOHE 0405  
ON WEDNESDAY, 4 SEPTEMBER 2024 AT 10.05AM**

- PRESENT:** Cr Steve McNally (Interim Chairperson), Chairperson Mr Graeme McGlenn (online), Deputy Chairperson John Vujcich (online), Kahika - Mayor Moko Tepania, Kōwhai - Deputy Mayor Kelly Stratford, Cr Ann Court.
- IN ATTENDANCE:** Cr Felicity Foy, Earl White (External from Bancorp), Murray Bain (external), Cr Babe Kapa, Cr Mate Radich, Roddy Pihema (Community Board Member), Adele Gardner (Community Board Chair), Cr Tāmāti Rākena.
- STAFF PRESENT:** Guy Holroyd (Chief Executive Officer), Marysa Maheno (Democracy Advisor), Jonathan Slavich (Chief Financial Officer), Charlie Billington (General Manager – Corporate Services), Tanya Proctor (Head of Infrastructure), Joshua Panday (Risk and Assurance Specialist), Emma Healy (Chief of Staff), Carla Ditchfield (Manager – Legal Services), Jacine Warrington (Group Manager – Strategic Relationships), Maria Bullen (Democracy Advisor), Grace Hamlin (Support Officer), Esther Powell (Group Manager – Planning and Policy)(Acting), Ian Wilson (Manager – Health, Safety and Wellbeing), Kevin Johnson (Group Manager - Delivery and Operations)(online), Ruben Garcia (Group Manager – Community and Engagement)(online).

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Chief Executive Officer – Guy Holroyd commenced the meeting with a karakia at 10:05am.

**2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST****APOLOGY****RESOLUTION 2024/27**

Moved: Cr Steve McNally

Seconded: Kōwhai - Deputy Mayor Kelly Stratford

**That the apology received from Cr Penetaui Kleskovic be accepted and leave of absence granted.**

**CARRIED****3 NGĀ TONO KŌRERO / DEPUTATION**

There were no deputations.

**UNCONFIRMED**

Te Miromiro - Assurance, Risk and Finance Committee Meeting Minutes

4 September 2024

**4.0 RESOLUTION TO APPOINT INTERIM CHAIRPERSON****RESOLUTION 2024/28**

Moved: Kahika - Mayor Moko Tepania  
Seconded: Deputy Chairperson John Vujcich

**That Te Miromiro – Assurance, Risk and Finance Committee appoint Cr Steve McNally as interim Chairperson for today’s meeting only.**

**CARRIED****5 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES****5.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 4.1 document number A4840685, pages 12 - 19 refers.

**RESOLUTION 2024/29**

Moved: Kahika - Mayor Moko Tepania  
Seconded: Kōwhai - Deputy Mayor Kelly Stratford

**That Te Miromiro - Assurance, Risk and Finance Committee confirm the minutes of the previous meeting held 24 July 2024 are a true and correct record subject to the following amendment;**

- **Removed “in” from resolution 2024/20 in minutes from Te Miromiro – Assurance, Risk and Finance Committee meeting 24 July 2024.**

**CARRIED****6 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****6.1 TREASURY UPDATE**

Agenda item 5.1 document number A4844335, pages 20 - 22 refers.

**RESOLUTION 2024/30**

Moved: Deputy Chairperson John Vujcich  
Seconded: Mr Graeme McGlenn

**That Te Miromiro - Assurance, Risk and Finance Committee receive the report Treasury Update.**

**CARRIED**







## 5 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 5.1 MAYORAL DISCRETIONARY FUND

**File Number:** A4780944

**Author:** Donna Hippolite, Executive Assistant

**Authoriser:** Jacine Warmington, Group Manager - Strategic Relationships

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

For Te Miromiro - Assurance, Risk and Finance Committee to note the quarterly expenditure from the Mayoral Discretionary Fund.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council policy requires the reporting from the Mayoral Discretionary Fund to the Committee. This report covers the quarterly period of **1 July 2024 to 30 September 2024**.

Organisation and individual names have been omitted from the report for privacy reasons.

#### TŪTOHUNGA / RECOMMENDATION

**That the Te Miromiro - Assurance, Risk and Finance Committee receive the report Mayoral Discretionary Fund.**

#### TĀHUHU KŌRERO / BACKGROUND

The Mayoral Discretionary Fund was established as a response to ongoing requests for financial assistance that are not eligible under other funding policies within Council or the request is of an emergency assistance nature.

#### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

All funding decisions are made at the mayor's discretion; however, in the interest of transparency for ratepayers, Council policy requires that certain details of the awarded grants be made public.

<b>Purpose of Funding</b>	<b>Amount Awarded</b>
Travel assistance to support representative teams participating in the North Island Junior Netball Championships in New Plymouth, Taranaki. Total cost \$2,750.00	\$500.00
Funding to assist with travel and associated costs to attend and present at the IYRC, International Young Researchers Conference in Tokyo, Japan. Total cost \$1,583.40	\$1,000.00
Funding assistance to help with a local school's initiative to beautify and maintain Mangakahia Road and the Lindvart Park pavilion. Total cost \$750.00	\$500.00
<b>Total Awarded</b>	<b>\$2,000.00</b>

#### PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The total fund amounts to \$20,000, excluding GST, and has been provisioned for in the annual budget.

**ĀPITI HANGA / ATTACHMENTS**

**Nil**

## **5.2 INSURANCE UPDATE**

**File Number:** A4911948

**Author:** Jonathan Slavich, Chief Financial Officer

**Authoriser:** Charlie Billington, Group Manager - Corporate Services

### **TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide an update on the 2025 Council insurance renewal process, and an insurance market update.

### **WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

The insurance renewal process sees a refresh and update of our asset information and insurance requirements to allow Council's insurance broker, Aon, to work with insurance underwriters to prepare the best insurance renewal option for our needs.

### **TŪTOHUNGA / RECOMMENDATION**

**That Te Miromiro - Assurance, Risk and Finance Committee receive the report Insurance update.**

### **TĀHUHU KŌRERO / BACKGROUND**

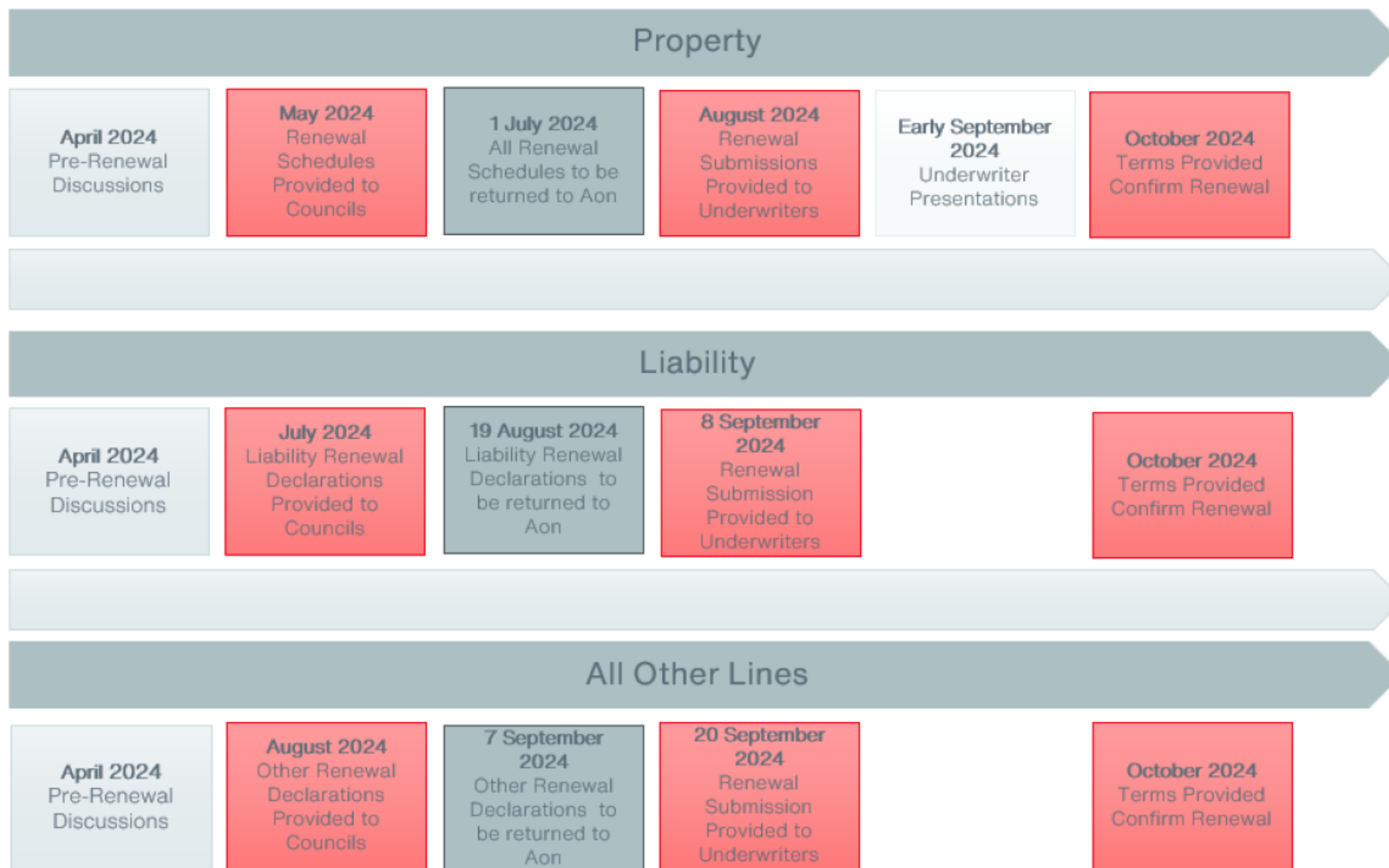
#### **Aon New Zealand Ltd**

Aon New Zealand Ltd have been Council's Insurance Brokers since 2011. Aon is responsible for providing Council with options for all insurance provision across a range of Insurance Policies, and is currently working engaged in Council's annual insurance renewal process.

#### **Annual insurance renewal process**

Each year council goes through an insurance renewal process. This begins in April and is concluded by October. The process begins with a series of pre-renewal engagements with our brokers, followed by a significant amount of data collection, information updates and submissions of renewal schedules. This information is used by our brokers to engage with the various insurance underwriters to pull together the best renewal option for council.

# AON Timetable for 1 November Renewals



## Summary of Council Insurance Policies and Premiums for current year

Note – insurance renewal premiums for the upcoming 2024-25 year will be provided to council in the final weeks of October 2024. An update will be provided in the next Te Miromiro meeting.

### Far North District Council – Renewal Premiums 2023-24

Policy	2023-24
Material Damage & Business Interruption	\$1,023,225
Commercial Motor	\$107,508
Employers Liability	\$2,547
Statutory Liability	\$16,191
Fidelity/Crime	\$11,798
General Liability	\$64,332
Professional Indemnity	\$408,319
PL & PI - Liability Excess Layer	\$53,841
Cyber Liability	\$45,000
Standing Timber	\$901
Marine Hull	\$26,256
<b>Total Premium (excl GST, FSL, EQC levies &amp; Contract Works)</b>	<b>\$1,759,918</b>

### Insurance market update from Aon

Aon will provide an insurance market update to Te Miromiro Assurance Risk and Finance Committee.

### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Annual insurance renewal process is scheduled for completion on 1 November 2024.

### PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Recent years insurance market pressures have seen insurance premiums increase. Over the 2022/23 to 2023/24 year council saw insurance premiums increase 40%, or \$505k. This was largely driven by:

- A combination of price and coverage increases for Material Damage & Business Interruption, totalling a \$393k increase in premiums.
- To a less material extent, council also saw increases in Commercial Motor by \$41k, due motor claims history, but was also heavily impacted by the losses insurers incurred during Gabrielle and the Auckland flooding events.
- Public Liability and Professional Indemnity also saw an increase in premiums by \$40k. These markets were influenced by claims, and there have been several significant claims in these spaces over the past few years.

Since receiving the above estimates, indicative renewal premiums have improved. The most significant component, Material Damage & Business Interruption, is likely to result in a from 2023/24

to the present. Commercial Motor also appears favourable, with a potential slight reduction. As the renewal progresses, additional information will be incorporated into the 2025-26 Annual Plan.

**ĀPITI HANGA / ATTACHMENTS****Nil**

### 5.3 FAR NORTH HOLDINGS LIMITED ANNUAL REPORT 2023/24

**File Number:** A4912036

**Author:** Jonathan Slavich, Chief Financial Officer

**Authoriser:** Charlie Billington, Group Manager - Corporate Services

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to receive the Far North Holdings Annual Report and update for the year ended 30 June 2024.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Far North Holdings Limited has prepared its annual report and financial statements that comply with NZ International Financial Reporting Standards (NZ IFRS). The financial statements have received audit sign-off, and the annual report was formally adopted by the Far North Holdings Limited Board on 30 September 2024.

Highlights from the report are:

- Operating revenue increased by \$3.7 million year on year, to a total of \$22.7 million.
- Operating profits before net finance costs was also up \$0.7 million on prior year, to a total of \$4.2 million.
- Total equity was \$97.7 million, with total assets growing to \$194.2 million, up from \$186.4 million in the prior year.

#### TŪTOHUNGA / RECOMMENDATION

**That the Te Miromiro - Assurance, Risk and Finance Committee receive the report Far North Holdings Limited Annual Report 2023/24.**

#### TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 requires a Council Controlled Organisation to deliver to its shareholder an annual report that complies with the requirements of the Local Government Act 2002 and any other regulations applicable to the organisation. The report is to be produced and audited within three months of the end of the financial year.

#### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The Far North Holdings Limited Annual Report for the year ended 30 June 2024 is attached.

#### PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications in receiving this report.

The financial performance and position is provided to this Committee regularly through the year on a quarterly basis, and full financial year results are consolidated into the group financials for the purpose of councils annual report.

#### ĀPITIHINGA / ATTACHMENTS

1. **FNHL FY24 Annual Report - A4933495** [↓](#) 





















































































































## 5.4 HEALTH SAFETY AND WELLBEING

**File Number:** A4915219

**Author:** Ian Wilson, Manager - Health, Safety and Well Being

**Authoriser:** Jacine Warmington, Group Manager - Strategic Relationships

### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to provide the Te Miromiro – Assurance, Risk and Finance Committee with a snapshot overview of key activities related to Health Safety and Wellbeing across the organisation for Quarter 1 (July – September 2024).

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The Health, Safety and Wellbeing (HSW) team is focused on managing FNDC's risks, in particular critical risks. A critical risk is one that will occur infrequently but has serious consequences to health and safety should it occur.

The report provides an update on any critical risks, HSW training, and other achievements across the organisation.

### TŪTOHUNGA / RECOMMENDATION

**That the Te Miromiro - Assurance, Risk and Finance Committee receive the report Health Safety and Wellbeing.**

### TĀHUHU KŌRERO / BACKGROUND

#### Hazard and Risk Management

The Health, Safety and Wellbeing (HSW) team is focused on managing FNDC's risks, in particular critical risks. A critical risk is one that will occur infrequently but has serious consequences to health and safety should it occur.

Following consultation with staff in 2023 six critical risks were identified that are involved with activities conducted by FNDC staff. The critical risks identified are listed below:

- Driving on Council business
- Lone working
- Psychosocial hazards
- Contractor management Occupational Health & Safety (OHS)
- Site Visits
- Threatening behaviour towards customer-facing staff

Each quarter the HSW team focuses on reducing the risk to staff conducting activities that involve critical risks.

Table 1 below shows the various ways the HSW team has collaborated with staff regarding managing critical risks during Q1. 129 staff were engaged through workshops and team talks.

Table 1: HSW lead activities conducted during Q1 2024

Q YR	Date	Topic	Presenter	Team	No.	Description
Q1 24	31/07/24	Contractor Management	IW	Ventia	1	Audit
Q1 24	31/07/24	Contractor Management	IW	FNHL	1	Audit
Q1 24	1/08/24	Site visits - JSA	KTHA	Monitoring	11	Team talk
Q1 24	9/08/24	Site visits - JSA	KTHA	Animal Management	11	Team talk
Q1 24	27/08/24	Psychosocial hazards	KTHA	All staff	58	Team workshop
Q1 24	28/08/24	Site visits - JSA	KTHA	Building Compliance	11	Team talk
Q1 24	12/09/24	Contractor management	IW	Ventia	1	Audit
Q1 24	19/09/24	Site visits - JSA	KTHA	Resource Consents	12	Team talk
Q1 24	23/09/24	Psychosocial hazards	KTHA	All staff	23	Team workshop
Q1 24	25/09/24	Site visits - JSA	KTHA	Technical Operations		Team talk
Q1 24	26/09/24	Psychosocial hazards	KTHA	All staff		Team workshop

## MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

### Health, Safety and Wellbeing Achievements

- Engagement with 129 staff around critical risks.
- Engagement with 147 staff about the new HSW strategy 2024-2026.
- HSW training provided to 38 staff.
- No lost time injuries (LTIs) due to work injuries

### Health, Safety and Wellbeing Strategy 2024-2026

The new 2024-2026 HSW strategy was developed during Q1 with engagement from across the organisation.

Table 2: HSW engagement with staff on the new HSW strategy during Q1 2024.

Q YR	Date	Topic	Presenter	Team	No.	Description
Q1 2024	12/08/24	Strategy review	IW	HSRs	2	HSR engagement
Q1 2024	16/08/24	Strategy review	IW	HSRs	5	HSR engagement
Q1 2024	21/08/24	Strategy review	IW	All staff	74	Staff engagement
Q1 2024	23/08/24	Strategy review	IW	All staff	59	Staff engagement
Q1 2024	23/08/24	Strategy review	IW	All staff	1	Te Hono engagement
Q1 2024	13/09/24	Strategy review	IW	SLT	7	SLT engagement

The strategy is currently awaiting formatting with appropriate FNDC branding. In the meantime, the draft version can be seen here: [HSW Strategy 2024-2027 draft.docx](#).

### HSW Training

First aid training and new starter HSW induction courses were conducted in Q1 with a total of 38 staff receiving training. Katherine is responsible for arranging training and delivers the induction every two weeks.

Table 3: HSW training provided to staff during Q1 2024.

Q YR	Date	Training	No.
Q1 24	04/07/24	St John First Aid Refresher Training	11
Q1 24	08/07/24	Health, Safety & Wellbeing Inductions	8
Q1 24	22/07/24	Health, Safety & Wellbeing Inductions	4
Q1 24	05/08/24	Health, Safety & Wellbeing Inductions	3
Q1 24	19/08/24	Health, Safety & Wellbeing Inductions	3
Q1 24	20/08/24	First Aid Comprehensive 2-day training	12
Q1 24	02/09/24	Health, Safety & Wellbeing Inductions	1
Q1 24	16/09/24	Health, Safety & Wellbeing Inductions	4

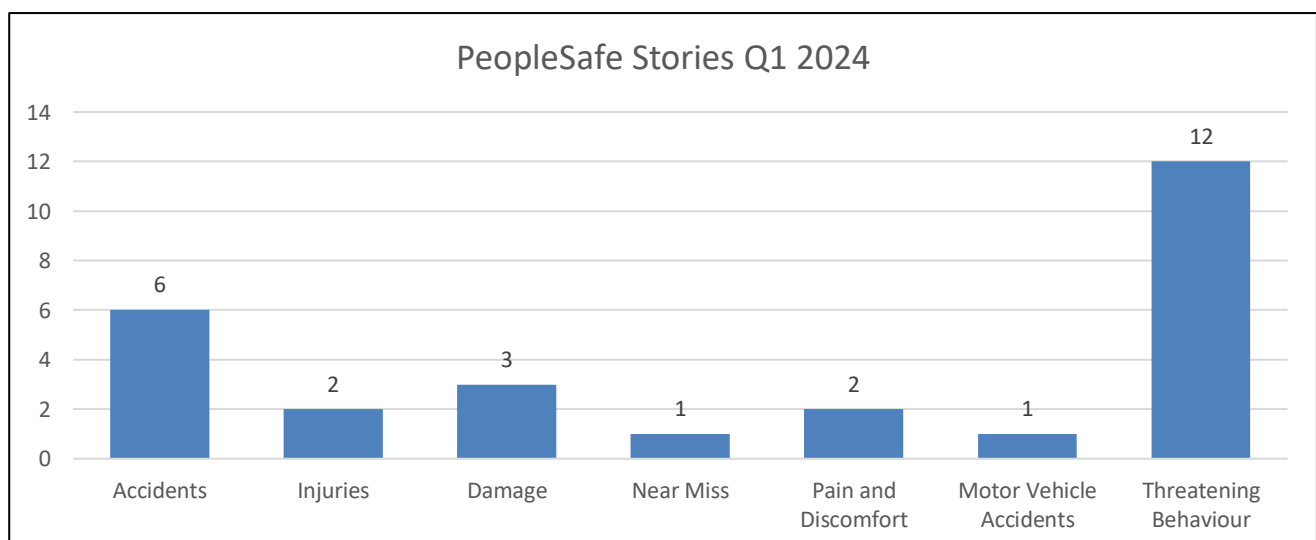
### HSW Incidents

There have been six staff warning flags (SWFs) raised by staff during Q1 as a result of threatening behaviour.

What is a SWF?

- SWFs are memo alert pop-ups in Pathways that open automatically when an address or person has a SWF allocated against them.
- The SWF will warn employees of hazards associated with the person or address.
- SWFs are usually created as a result of abusive, violent, or dangerous behaviour by the occupant of the address. Other hazards, such as dangerous dogs, may be listed.

27 HSW incidents were entered into PeopleSafe during Q1. PeopleSafe is FNDC's Health and Safety reporting database for all work-related injuries, incidents, accidents, near misses, risks, hazards, discomfort and pain. It is a requirement under the Health and Safety at Work Act (2015) for FNDC to provide a platform to report such incidents. The most frequently reported incidents are threatening behaviour, which are listed as critical risks. Full information on how the HSW team manages threatening behaviour towards staff can be found here [Threatening behaviour towards front facing staff - a critical risk](#).



*Figure 1: HSW incidents logged into PeopleSafe during Q1 2024.*

**PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications.

**ĀPITIHINGA / ATTACHMENTS**

**Nil**

**6 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>6.1 - FNDC Current Legal Action Potential Liability Claims</b>	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>6.2 - Confirmation of Previous Minutes Public Excluded</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>6.3 - Adoption of Annual Report and Auditors Report</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>6.4 - Risk Management Update</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7



**7 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**8 TE KAPINGA HUI / MEETING CLOSE**