



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

AGENDA

Te Miromiro - Assurance, Risk and Finance Committee Meeting


Wednesday, 19 February 2025

Time: 10:00 AM

**Location: Council Chamber,
5 Memorial Avenue,
Kaikohe 0405**

Membership:

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

	Authorising Body	Mayor/Council
	Status	Standing Committee
COUNCIL COMMITTEE	Title	Te Miromiro – Assurance Risk and Finance Terms of Reference
	Approval Date	15 December 2022
	Responsible Officer	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 McGlenn – Chairperson and Independent Member

John Vujcich – Deputy Chairperson

Kahika-Mayor Moko Tepania

Kōwhai-Deputy Mayor 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

Te Miromiro – Audit, Finance and Risk Committee work plan

		Work Plan Dates							
Terms of reference	Work stream	3- Apr	22- May	24- Jul	4- Sep	22- Oct	3- Dec	19- Feb	
Internal Controls framework	Outstanding auditor recommendations, progress and updates	x					x		
	Issues arising from Audits, register of issues and risks, updates	x					x		
	Internal audit plans, and focus audits						x		
	Cyber security and system availability risks (Px)	x							
Terms of reference	Work stream	3- Apr	22- May	24- Jul	4- Sep	22- Oct	3- Dec	19- Feb	
Finance and reporting oversight	Budget v actual review of key areas, year end forecasts		x	x		x			Review the Council's financial and non-financial performance against the Long-Term Plan and Annual Plan
	Capital expenditure and financing		x	x		x			
	Debt, liquidity, and debtor performance, hygiene factors		x	x		x			

	Levels of service (SSP) review		x			x			
	Financial, Quarterly updates, including performance SOI's for CCTO's		x			x			
Terms of reference	Work stream	3- Apr	22- May	24- Jul	4- Sep	22- Oct	3- Dec	19- Feb	
External reporting and accountability	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				Financial systems and performance of the Council
	Review of Report to Governance					x			
	Emerging accounting issues and requirements (Green)								
	Changes in the legislative environment and emerging risks and changes								

Terms of reference	Work stream	3- Apr	22- May	24- Jul	4- Sep	22- Oct	3- Dec	19- Feb	
Key Council plans	Review of upcoming Annual Plan or LTP and key assumptions and accounting policies				x				
	Legislative compliance with LGFA / LGA					x			
Terms of reference	Work stream	3- Apr	22- May	24- Jul	4- Sep	22- Oct	3- Dec	19- Feb	
Risk management	Review of top risks - update		x		x		x	x	
	AFRC and Executive team risk issues and emerging risks (Horizon scan)		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							
Terms of reference	Work stream	3- Apr	22- May	24- Jul	4- Sep	22- Oct	3- Dec	19- Feb	
Probity, Waste, and Policies	Sensitive expenditure review, critical fraud controls and			x				x	

	reviews of control effectiveness								
	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					
Terms of reference	Work stream	3-Apr	22-May	24-Jul	4-Sep	22-Oct	3-Dec	19-Feb	
Insurance	Review of policies, processes and strategies				x				
	Review of annual insurance renewals				x				
Terms of reference	Work stream	3-Apr	22-May	24-Jul	4-Sep	22-Oct	3-Dec	19-Feb	
Treasury	Treasury policies including covenants and policy compliance				x				
	Economic update and impact on to AP/LTP					x			
Terms of reference	Work stream	3-Apr	22-May	24-Jul	4-Sep	22-Oct	3-Dec	19-Feb	
Occupational Health and Safety	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	

Terms of reference	Work stream	3- Apr	22- May	24- Jul	4- Sep	22- Oct	3- Dec	19- Feb	
Legal issues and updates	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			
Terms of reference	Work stream	3- Apr	22- May	24- Jul	4- Sep	22- Oct	3- Dec	19- Feb	
Other	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							
		13	18	13	15	16	13	10	

Far North District Council
Te Miromiro - Assurance, Risk and Finance Committee Meeting
will be held in the Council Chamber, Memorial Ave, Kaikohe on:
Wednesday 19 February 2025 at 10:00 AM

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1 KARAKIA TĪMATANGA / 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: A5067110

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 3 December 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. [2024-12-03 Te Miromiro - Assurance, Risk and Finance Committee Minutes - A5005977](#)



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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	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.

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Te Miromiro - Assurance, Risk and Finance Committee Meeting Minutes

3 December 2024

**MINUTES OF FAR NORTH DISTRICT COUNCIL
TE MIROMIRO - ASSURANCE, RISK AND FINANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, KAIKOHE
ON TUESDAY, 3 DECEMBER 2024 AT 10:02 AM**

PRESENT: Mr Graeme McGlenn, Deputy Chairperson John Vujcich, Kahika - Mayor Moko Tepania, Kōwhai-Deputy Mayor Kelly Stratford (online), Cr Ann Court (online), Cr Penetaui Kleskovic (online),

IN ATTENDANCE: Cr Mate Radich (online)

STAFF PRESENT: Guy Holroyd (Chief Executive Officer), Emma Healy (Chief of Staff), Angie Thomas (Chief Financial Officer – Active), Charlie Billington Group Manager – Corporate Services), Carla Ditchfield (Manager – Legal Services), Ian Wilson (Manager – Health, Safety & Wellbeing), Roger Ackers (Group Manager – Policy and Planning), Aisha Huriwai (Manager – Democracy Services), Marysa Maheno (Democracy Advisor), Rochelle Deane (Manager – Compliance), Michelle Sharp (Team Leader – Business Compliance).

1 KARAKIA TIMATANGA / OPENING PRAYER

Kahika-Mayor Moko Tepania commenced the meeting with a karakia at 10:02am.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST

APOLOGY

RESOLUTION 2024/40

Moved: Deputy Chairperson John Vujcich

Seconded: Kahika - Mayor Moko Tepania

That Te Miromiro – Assurance, Risk and Finance Committee note and accept the:

- a) apology received from Cr Steve McNally;
- b) lateness from Cr Ann Court; and
- c) early departure from Kōwhai-Deputy Mayor Kelly Stratford and Cr Peneatui Kleskovic.

CARRIED

3 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

3.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 4.1 document number A4981489, pages 12 - 19 refers

RESOLUTION 2024/41

Moved: Deputy Chairperson John Vujcich

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Te Miromiro - Assurance, Risk and Finance Committee Meeting Minutes

3 December 2024

Seconded: Mr Graeme McGlinn

That Te Miromiro - Assurance, Risk and Finance Committee confirm the minutes of the previous meeting held 23 October 2024 are a true and correct record.**CARRIED***At 10:14am Kōwhai-Deputy Mayor Kelly Stratford joined the meeting.***4 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****4.1 FNHL QUARTERLY REPORT - SEPTEMBER 2024**

Agenda item 5.2 document number A4977351, pages 25 - 36 refers

RESOLUTION 2024/42Moved: Kahika - Mayor Moko Tepania
Seconded: Deputy Chairperson John Vujcich**That Te Miromiro - Assurance, Risk and Finance Committee receive FNHL Quarterly Report - September 2024.****CARRIED****4.2 INSURANCE RENEWAL UPDATE**

Agenda item 5.1 document number A4967043, pages 20 - 24 refers

RESOLUTION 2024/43Moved: Mr Graeme McGlinn
Seconded: Deputy Chairperson John Vujcich**That Te Miromiro - Assurance, Risk and Finance Committee receive the report Insurance Renewal Update.****CARRIED****4.3 REVENUE RECOVERY REPORT - AS AT 30 SEPTEMBER 2024**

Agenda item 5.3 document number A4978275, pages 37 - 43 refers

RESOLUTION 2024/44Moved: Kōwhai - Deputy Mayor Kelly Stratford
Seconded: Deputy Chairperson John Vujcich**That Te Miromiro - Assurance, Risk and Finance Committee receive the report Revenue Recovery Report - as at 30 September 2024.****CARRIED**

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Te Miromiro - Assurance, Risk and Finance Committee Meeting Minutes

3 December 2024

4.4 HEALTH, SAFETY AND WELLBEING REPORT

Agenda item 5.4 document number A4978440, pages 44 - 47 refers

RESOLUTION 2024/45

Moved: Kōwhai - Deputy Mayor Kelly Stratford
 Seconded: Deputy Chairperson John Vujcich

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

CARRIED

At 11:14 am, Kahika - Mayor Moko Tepania left the meeting.

At 11:18 am, Kahika - Mayor Moko Tepania returned to the meeting.

At 11:24am Kōwhai-Deputy Mayor Kelly Stratford left the meeting.

At 11:28am Cr Ann Court joined the meeting.

4.5 PEOPLE AND CAPABILITY REPORT TO ASSURANCE, RISK AND FINANCE JULY 2024 - SEPTEMBER 2024

Agenda item 5.5 document number A4979336, pages 48 - 55 refers

RESOLUTION 2024/46

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

That Te Miromiro - Assurance, Risk and Finance Committee receive the report People and Capability Report to Assurance, Risk and Finance July 2024 - September 2024.

CARRIED**4.6 COUNCIL FINANCIAL REPORT FOR THE PERIOD ENDING 31 OCTOBER 2024**

Agenda item 5.6 document number A4979681, pages 56 - 56 refers

RESOLUTION 2024/47

Moved: Deputy Chairperson John Vujcich
 Seconded: Mr Graeme McGlenn

That Te Miromiro – Assurance Risk and Finance Committee receive the Far North District Council Financial Report for the period ending 31 October 2024.

CARRIED**5 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**

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Te Miromiro - Assurance, Risk and Finance Committee Meeting Minutes

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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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Confirmation of Previous Minutes Public Excluded	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
6.2 - Independent Review of Animal Management Practices and Procedures	s7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment	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
6.3 - FNDC Current Legal Action Potential Liability Claims	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
6.4 - Tenders Panel and Procurement Update	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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
6.5 - Risk Management Update	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

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7 MEETING CLOSE

The meeting closed at 1:32pm with a karakia by Kahika-Mayor Moko Tepania

The minutes of this meeting will be confirmed at Te Miromiro - Assurance, Risk and Finance Committee Meeting held on .

.....
CHAIRPERSON

5 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

5.1 RESOURCE CONSENT ABATEMENT NOTICE RISK UPDATE

File Number: A5055672

Author: Doug Astill, Compliance Officer - Infrastructure Services

Authoriser: Mary Moore, Manager - Infrastructure Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to provide Te Miromiro Committee members with an assessment of the current risk profile of each outstanding Resource Consent Abatement Notices issued by Northland Regional Council, timeframes for achieving compliance, and the residual risk. expected after mitigation actions have been completed to achieve compliance and the Abatement Notice cancelled.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council Holds multiple Resource Consents required by the Resource Management Act 1991 to enable the operation of water, wastewater, stormwater, solid waste and community facilities to Far North communities.
- Northland Regional Council is the Regulator charged with ensuring compliance with the conditions of each consent. Non-compliances can result in the issuing of an Abatement Notice by the Regulator to Council as the consent holder.
- Abatement notices represent operational and reputational risks to Council as the provider of compliant services, financial and legal risk with the possibility of further enforcement action and environmental risk from the non-compliance itself.
- Management of the assessed risks posed by Abatement Notices received is managed and reports to Te Miromiro Committee through the Risk Matrix. Progress in addressing Abatement Notices Is reported separately to Te Koukou – Transport and Infrastructure Committee.
- Council's aim is to have no Abatement Notices outstanding and be fully compliant with all consent conditions.

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro - Assurance, Risk and Finance Committee receive the report Resource Consent Abatement Notice Risk Profile.

TĀHUHU KŌRERO / BACKGROUND

Council holds multiple Resource Consents required to provide water, wastewater, stormwater, solid waste and community facilities throughout the Far North District.

Resource consents are issued under the provision of the Resource Management Act 1991 (the RMA) by Northland Regional Council. Any activity that contravenes, or is likely to contravene the RMA, (any Regulations, a Rule in a Plan, or a condition of a Resource Consent) can result in an Abatement Notice being issued - s322(1)(a)(i) by Northland Regional Council.

To have an Abatement Notice cancelled Council must investigate the cause of the non-compliance, establish the required mitigation to achieve compliance, and liaise with Northland Regional Council to agree compliance has been achieved and unlikely to recur.

Abatement Notices represent the following risks to Council:

- Environmental – possible risk from contamination

- Operational – process / resourcing improvement required
- Financial & Legal – possibility of fines and/or prosecution
- Reputational – local / national media reporting reducing trust within the community and the Regulator (Northland Regional Council).

Residual risk is the expected risk remaining after all mitigation actions have been completed, compliance achieved, and the Abatement Notice cancelled.

It is the aim of Council to have no Abatement Notices outstanding and be fully compliant with all consent conditions. Abatement Notices can be issued for a range of reasons, from missing data to non-compliant discharges, and are treated seriously given that further action from the Regulator (Northland Regional Council) is likely to be either a fine or prosecution.

Upon receipt of an Abatement Notice an assessment is made of each risk component using the following matrix:

High	Long term or not resolvable short term	Several high risk factors
Medium	Several issues to ensure compliance	Possible escalation of several risk factors
Low	Short time to resolve / low cost	Low possibility of escalation
Residual Risk	This is the assessed level of risk remaining after mitigation strategies / actions have been completed and compliance achieved	

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Council entered the current financial year with three long-standing Abatement Notices in place:

- Ōpononi/Omāpere Wastewater Treatment Plant
- Kaitiāia Wastewater Network Overflows
- Ahipara Wastewater Treatment Plant

Regular updates on progress towards the removal of Abatement Notices is provided to Te Koukou – Transport and Infrastructure Committee. A link to the November 2024 report is provided here: https://infocouncil.fndc.govt.nz/Open/2024/11/TK-TI_20241126_AGN_2749_AT.PDF.

Since this report was prepared, a total of seven (7) Abatement Notices have been received - Water (3), Wastewater (1), District Facilities (2), and Solid Waste (1) – taking the total number of Abatement Notices outstanding to ten (10). An update of these non-compliances has been prepared for presentation to February 2025 meeting of Te Koukou – Transport and Infrastructure Committee.

Attachment 1 provides the detailed Risk Matrix for these ten (10) Abatement Notices. This can be summarised as follows:

- The four (4) Notices issued for the wastewater treatment plants are all ranked High risk as they all relate to contaminant levels.

Mitigation actions are underway for each of these Notices, and compliance is expected to be achieved by 30 June 2025.

The new Notice issued recently for Kohukohu Wastewater Treatment Plant relates to the desludging of the ponds which was already planned prior to notification.

- The Notice for the Russell Landfill leachate is ranked High as this is a known issue that directly impacts the operation of the wastewater treatment plant. Resolution will require budgetary provision within Solid Waste to address this matter, together a level of service agreement between Solid Waste and Wastewater to actively manage the Landfill consent.

- Lack of wastewater system reporting for the Kerikeri Sport Complex is ranked High as the Regulator has advised that infringements will be issued if compliance is not achieved and maintained.
- The balance of Abatement Notices are ranked Low risk as the causes are operational in nature, with mitigations largely reliant on establishing robust maintenance and audit procedures.
- The assessment of Residual Risk for all Notices is Low. Improvements in asset management, operations, compliance audit programme, and support for District Facilities Operations are required to support this assessment.

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

There are no financial implications or budgetary provisions resulting from this information report.

ĀPITIHINGA / ATTACHMENTS

1. **Risk Matrix for Resource Consent Abatement Notices_January 2025 - A5068279** [↓](#) 

Risk Matrix for Resource Consent Abatement Notices – January 2025

Location	Abatement non-compliance	Environmental Risk	Operational Risk	Financial & Legal Risk	Reputational Risk	Mitigation / Actions	Residual Risk
Ōpononi/Omāpere Wastewater Treatment Plant	E.coli levels	High	Medium	Medium	High	Capital works identified with FY25 budgetary provision available. Desludging and wetland reinstatement scheduled for completion February 2025. In pond and UV installation designed with construction expected by 30 June 2025	Low risk of non-compliant levels of E.coli driven by weather conditions.
Kaitiāia Wastewater Network overflows	Unconsented overflows from the Kaitiāia wastewater network	High	Medium	Medium	High	Network upgrade at Donald Rd nearing completion. Tender award for network storage scheduled for Council February 2025, construction to commence FY25	Programme of pipe renewals to upgrade the network will mitigate the possibility of overflows.
Ahipara Wastewater Treatment Plant	Faecal coliform levels	High	Medium	Medium	High	Installation of SC-UV treatment complete. Six month testing to verify compliance nearing completion. Abatement cancellation expected by 30 June 2025	Working Group established and further remedial works on the wetlands identified are in progress
Waitangi River water take	Lack of information on water volume readings	Medium	Medium	Medium	Medium	O&M contractor is to confirm maintenance programme of instrumentation that will support compliance.	Establish field audits to confirm compliance is being met - reliance on external contractor
Awanui River water take	Lack of meter verification	Medium	Medium	Medium	Medium	O&M contractor is to confirm maintenance programme of instrumentation that will support compliance.	Establish field audits to confirm compliance is being met - reliance on external contractor
Ōpononi water flow meter	Lack of meter verification	Medium	Medium	Medium	Medium	Issued in error as facility not in use for several years - Abatement Notice cancelled 21 January 2025	N/A
Kohukohu Wastewater Treatment Plant	Faecal coliform and ammonia levels	High	High	High	High	In pond improvements can be completed upon completion of desludging of ponds programmed for delivery from February - April 2025. Local community working group established with regular meetings to provide progress updates on planned improvements.	Low risk of non-compliant levels of faecal coliform and ammonia levels once desludging completed
Russell Landfill	Leachate volumes discharging from Landfill to Wastewater Treatment Plant	Medium	Medium	Medium	High	On-going issue previously investigated and appears to be linked to rainfall events surging leachate levels. Requires a storage/buffer solution that allows flows to the wastewater treatment plant to be controlled.	Active management of both the source environment (Solid Waste) and receiving environment (Wastewater) required on an on-going basis.
Kerikeri Sports Complex wastewater system	Lack of dripper line maintenance to level specified in consent	Medium	Medium	Medium	Medium	Completion of required recovering of dripper line underway with completion expected in February 2025.	Requires District Facility Operations to establish a maintenance plan
	Lack of wastewater reports as per consent	Medium	Medium	High	Medium	Contract negotiations underway ensuring reporting is a contract responsibility. Abatement Notice will move to infringement stage if ongoing reporting/compliance not maintained.	Establish process to confirm reporting/compliance is met - reliance on external contractor

5.2 MAYORAL DISCRETIONARY FUND

File Number: A5055757

Author: Beverly Mitchell, Community Board Coordinator

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 reporting of the Mayoral Discretionary Fund to the Committee. This report covers the Quarter 2 period of **1 October 2024 to 31 December 2024**.

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

TŪTOHUNGA / RECOMMENDATION

That 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.

Purpose of Funding	Amount Awarded
3/10/24 - Sponsorship of Mayoral award for Service to College - senior prizegiving. Total Cost \$100.00	\$100.00
8/10/24 - Hosting the NZ Masters Hockey Tournament Kaikohe in February 2025. Total Cost \$16,500.00	\$2,500.00
8/10/24 - To support Kaitaia Whānau in Need Roopu by providing necessities for the elderly and vulnerable families. Total Cost \$9,810.00	\$1,150.00
8/10/24 - Travel assistance for a class of students to attend Matatini 2025 in Taranaki. Total Cost \$4,834.90	\$500.00
8/11/24 - To support one team member travelling to attend the Sports Leadership, Education, and Cultural Exchange tour in Beijing, China, Tokyo, and Japan in November 2024. Total Cost \$2,500.00	\$2,000.00
11/11/24 - Travel and accommodation costs to participate in the Torian Pro, Oceania Regional CrossFit competition in Australia that the applicant qualified for. Total Cost \$6,810.00	\$1,000.00
3/12/24 - 3-day marae hire to host and run a 3-day health and well-being marae noho 6-8 December 2024. Total Cost \$5,000.00	\$1,000.00
9/12/24 - Venue hire/koha for Christmas Dinner to the homeless in Kaitaia. Total Cost not provided.	\$1,000.00
10/12/24 - Deaf whānau support for Trilingual and sign language interpreter. Total Cost \$1,051.80	\$1,000.00
19/12/24 - Peer support meet-up groups for after-hours centre for mental wellness in the community. Total Cost not provided.	\$1,000.00
Total awarded for current quarter	\$11,250.00

Te Miromiro 23 October 2024 Agenda Mayoral Discretionary Fund report covering the period 1 July to 30 September inadvertently omitted the following eight entries.

Purpose of Funding	Amount Awarded
1/7/24 - Organisation support of the Puanga Matariki Festival Celebrations for the community. Total Cost: \$6,000.00	\$1,000.00
12/7/24 - Support a Lions Club in Hosting Young Ambassadors' Competition for Zone 1. Total Cost: \$500.00	\$500.00
31/7/24 - Travel costs to compete in the Waka Ama World Championships in Hilo, Hawaii. Total Cost: \$4,870.00	\$1,000.00
2/8/24 - Sponsorship of Top Energy Far North Regional Science and Technology Fair 2024. Total Cost: \$500.00	\$500.00
12/8/24 - Support for venue, catering and photobooth for senior school ball. Total Cost: \$4,500.00	\$500.00
12/8/24 - Erect a wooden fence that screens a rubbish collection site beside a school bus shelter. Total Cost: \$269.00	\$233.91
3/9/24 - Netball team support for travel to the Kurangaitū Netball Tournament in Rotorua 6-9 September 2024. Total Cost: \$1,000.00	\$500.00
5/9/24 - Travel expenses for students to attend the Ringa Toi Student Exhibition 2024 in Wellington - Thursday 12 September 2024. Total Cost: \$10,100.00	\$500.00
Total Awarded for the Quarter 1 (July-Sept)	\$4,733.91 <i>\$1,000.00 2 entries provided in previous report.</i> \$5,733.91

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. The remaining funds for this financial year are \$3,016.09.

ĀPITIHINGA / ATTACHMENTS

Nil

5.3 HEALTH, SAFETY, AND WELLBEING UPDATE

File Number: A5058068

Author: Ian Wilson, Manager - Health, Safety and Wellbeing

Authoriser: Jacine Warmington, Group Manager - Strategic Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to provide Te Miromiro – Assurance, Risk and Finance Committee with a snapshot overview of key activities related to Health Safety and Wellbeing across the organisation for Nov – Dec 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 Te Miromiro - Assurance, Risk and Finance Committee receive the report Health, Safety, and Wellbeing Update.

TĀHUHU KŌRERO / BACKGROUND

The health, safety, and well-being (HSW) of employees and stakeholders remain a key priority for the Far North District Council (FNDC). Ensuring a safe and supportive environment is critical not only for regulatory compliance but also for fostering a culture that values the physical and mental health of the workforce.

Critical risks, defined as those with low frequency but high potential impact, pose significant challenges to the organisation. Addressing these risks requires proactive identification, robust mitigation strategies, and continuous monitoring to prevent incidents and protect the well-being of all individuals involved.

This report, covering the period from November to December 2024, highlights the FNDC's ongoing efforts in health, safety, and well-being. It aims to provide Te Miromiro – Assurance, Risk and Finance Committee with a comprehensive overview of activities, focusing on critical risk management, HSW training initiatives, and key achievements. This information underscores the organisation's commitment to enhancing workplace safety and wellbeing through strategic interventions and continuous improvement.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Health, Safety, and Wellbeing Achievements

- Engagement with 159 staff through HSW team activities.
- 390 views on wellness initiative news posts.
- No lost time injuries (LTIs) due to work injuries.

Hazard and Risk Management

Following consultation with staff in 2023 six critical risks were identified 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

Table 1 below shows the various ways the HSW team has proactively collaborated with staff regarding managing critical risks during November - December 2024.

Table 1 HSW Engagement

Date	Topic	Engaged	No. Attendees	Description
1/11/2024	Contractor Management	Ventia SHEQ Manager	1	Audit
4/12/2024	Contractor Management	Ventia SHEQ Manager	1	Audit
29/11/2024	HSW role profile review	C&E - Customer Service (front counter & contact centre)	2	Staff engagement
4/12/2024	HSW role profile review	C&E - Te Ahu Library & Museum	2	Staff engagement
10/12/2024	HSW role profile review	C&E - Procter Library	1	Staff engagement
13/12/2024	HSW role profile review	C&E - Kaikohe Library	2	Staff engagement
16/12/2024	HSW role profile review	COS - Manager/TLs	5	Staff engagement
7/11/2024	Masterclass in Managing Psychosocial Risk Pt 1	HSW team	2	Staff training
11/11/2024	New starter HSW induction	New starters	1	Staff training
19/11/2024	Lone working	Presented by Direct Safety over 4 sessions in one day	51	Staff training
25/11/2024	New starter HSW induction	New starters	9	Staff training
27/11/2024	SSEC 1 day training	Safety Control - H&S Competence training	9	Staff training
28/11/2024	SSEC 1 day training	Safety Control - H&S Competence training	15	Staff training
29/11/2024	SSTC 1 day refresher training	Safety Control - H&S Competence training	8	Staff training
2/12/2024	SSTC 1 day refresher training	Safety Control - H&S Competence training	12	Staff training
3/12/2024	SSEC 1/2 day refresher training	Safety Control - H&S Competence training	11	Staff training
4/12/2024	SSEC 1/2 day refresher training	Safety Control - H&S Competence training	15	Staff training
5/12/2024	First Aid Comprehensive (2 days)	Safety Control - H&S Competence training	7	Staff training
5/12/2024	SSEC 1/2 day refresher training	Safety Control - H&S Competence training	7	Staff training
19/11/2024	Annual EAP & Habit Health Staff Awareness Briefings	All Staff	39	Wellbeing initiative
20/11/2024	Annual EAP & Habit Health Staff Awareness Briefings	All Staff	34	Wellbeing initiative
16/12/2024	Day 1 - Intro to 5 Days of Summer & Safety Tips	All staff	84 views on TK3 News posts	Wellbeing initiative
17/12/2024	Day 2 - Road Safety	All staff	95 views on TK3 News posts	Wellbeing initiative

18/12/2024	Day 3 - SunSmart tips	All staff	65 views on TK3 News posts	Wellbeing initiative
19/12/2024	Day 4 - Swimming Safety	All staff	75 views on TK3 News posts	Wellbeing initiative
20/12/2024	Day 5 - Boating Safety	All staff	71 views on TK3 News posts	Wellbeing initiative
4/11/2024	Quarterly WPI	Kaeo SC/Library	n/a	Workplace inspection
13/12/2024	Quarterly WPI	Kaikohe Library	n/a	Workplace inspection

The information in Table 1 reflects the proactive work carried out by the HSW team during November and December 2024. Two audits of council-owned wastewater treatment plants were carried out with the Ventia SHEQ Manager. 159 staff attended HSW arranged training courses. Five wellbeing initiatives were conducted resulting in 463 views on TK3 news posts. Two workplace inspections were carried out by health and safety committee representatives.

A major project, currently nearing completion, is creating and implementing "HSW role profiles". An HSW role profile is a single-sided document that clearly outlines all the H&S duties and responsibilities associated with a specific role. This has now been created for all roles at council and is incorporated into the new starter's H&S induction. Existing staff are being introduced to them through team meetings and leaders are being encouraged to work with their staff to embed the practice.

Figure 1 below shows the HSW role profile for an Animal Management Officer. All, JSAs, PPE, training and policies that apply to that role can be seen on it. The role profiles have been well received due to the ease of accessing H&S information and their simplicity and clarity.

- Figure 1 - example of an HSW role profile

HSW role profile		Animal Management Officer		
Name:				
Hazard register (list of known hazards staff member may encounter whilst doing role)	Aggressive dogs Threatening individuals/group of people Lone working Driving on council business Psychosocial hazards Site Visits			
Job Safety Analysis documents (internal JSA's that staff member should be aware of to do role safely)	JSA		Completion Date	
	Driving on council business			
	Lone Working			
	Psychosocial Hazards			
	Site Visits			
Personal Protective equipment requirements	PPE		Issue date	
	Hi vis vest/clothing			
	Safety footwear			
	Sun Hat			
	Sun block			
	Wet weather gear			
	Lone worker device			
	Hi vis vest/clothing			
Training Requirements	Training		Frequency	
			Completion Date	
	HSW Induction		Once	
	Driver training (4X4)		Once	
	Online Driver Training (Fleetcoach)		Once	
	Lone Worker Device		Once	
	Situational Safety and Tactical Communications		Annual	
	St John First Aid		Biannual	
	Dog Handling		Once	
	Inspector Warrant		Once	
Manual Handling		Once		
Remote worker risk assessment (home) completed?	Y/N			
Policy docs (Internal HSW documents staff member is expected to be familiar with)	Health, Safety & Wellbeing Policies			

Name	Position	Date
	People Leader	
	Animal Management Officer	

HSW Incidents

No staff warning flags (SWFs) raised by staff during Nov – Dec 2024 for 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.

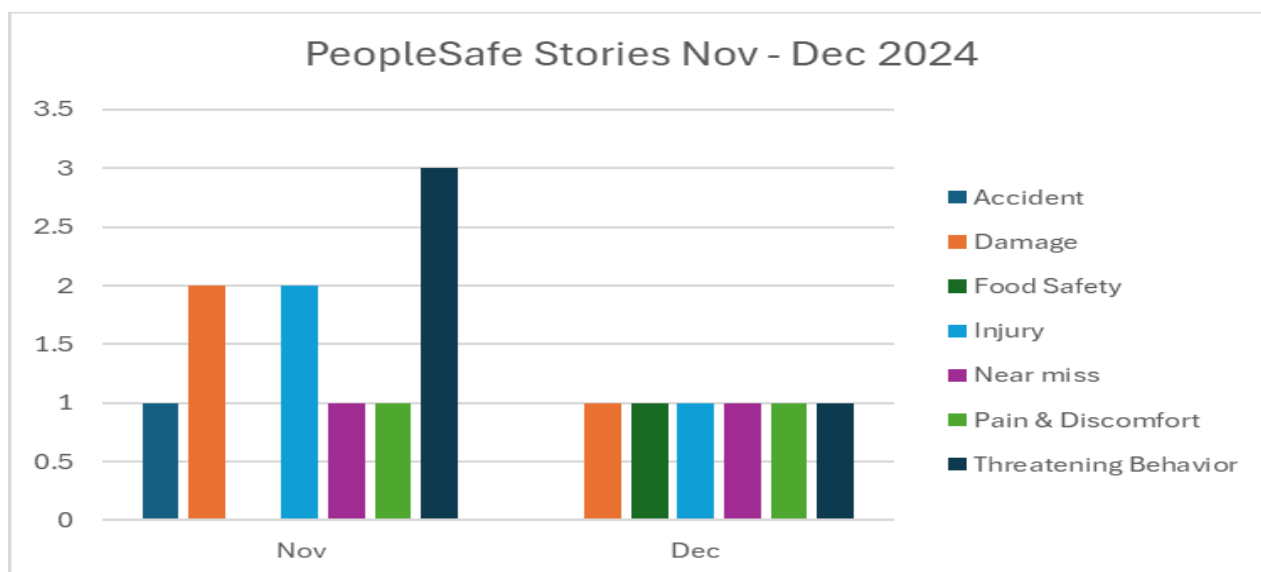
PeopleSafe is FNDC's Health and Safety reporting database for all work-related injuries, incidents, accidents, near misses, risks, hazards, discomfort and pain. It is a requirement under the Health

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. 16 HSW incidents were entered into PeopleSafe during Nov – Dec 2024.

• *Table 2 - Summary of H&S incidents reported into Council's incident management system, PeopleSafe*

When did it happen?	Story Type	Where
5/11/2024	Threatening Behaviour	Service Centre – Kawakawa
11/11/2024	Injury	Service Centre – John Butler Centre
12/11/2024	Threatening Behaviour	Ward Te Hiku
12/11/2024	Accident	Ward Kaikohe-Hokianga
18/11/2024	Damage	Service Centre – John Butler Centre
21/11/2024	Pain & Discomfort	Service Centre – John Butler Centre
21/11/2024	Injury	Service Centre - Kaikohe
21/11/2024	Threatening Behaviour	Service Centre - Kaikohe
23/11/2024	Damage	Library - Kaikohe
28/11/2024	Near miss	Library - Te Ahu
2/12/2024	Threatening Behaviour	Library - Procter Kerikeri
4/12/2024	Injury	Service Centre - Kaikohe
10/12/2024	Food Safety	Service Centre - Kaikohe
13/12/2024	Pain & Discomfort	Service Centre – John Butler Centre
16/12/2024	Damage	Library Kaikohe
20/12/2024	Near miss	Library Kaikohe

• *Figure 2 – PeopleSafe stories reported during Nov – Dec 2024*



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

There are no financial implications.

ĀPITIHINGA / ATTACHMENTS

Nil

5.4 CHIEF OF STAFF REPORT - OCTOBER - DECEMBER 2024

File Number: A5068274

Author: Kerry Brett, Systems Support Officer

Authoriser: Emma Healy, Chief of Staff

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to present Te Miromiro – Assurance, Risk and Finance Committee with the quarterly update on Chief of Staff activities.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Included in the report is information on:

- Exit Interviews and Analysis.
- Recruitment Activity.
- Organisational Development.
- Mayor's task Force for Jobs; and
- Employment Relations.

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro - Assurance, Risk and Finance Committee receive the report Chief of Staff Report - October - December 2024.

TĀHUHU KŌRERO / BACKGROUND

This report will be presented to Te Miromiro – Assurance, Risk and Finance Committee on a quarterly basis.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

This report is Information only.

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

Nil

ĀPITIHINGA / ATTACHMENTS

1. Chief of Staff Report - A5077651 [↓](#) 



www.fndc.govt.nz
Memorial Ave, Kaikohe 0440
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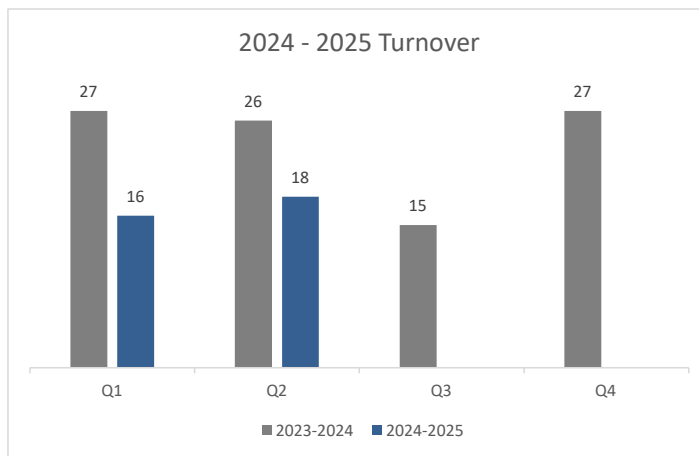
askus@fndc.govt.nz
Phone 0800 920 029
Phone 09 401 5200

Chief of Staff Report to Assurance, Risk and Finance Committee October 2024 – December 2024

TURNOVER QUARTER TWO (Oct - Dec 2024)

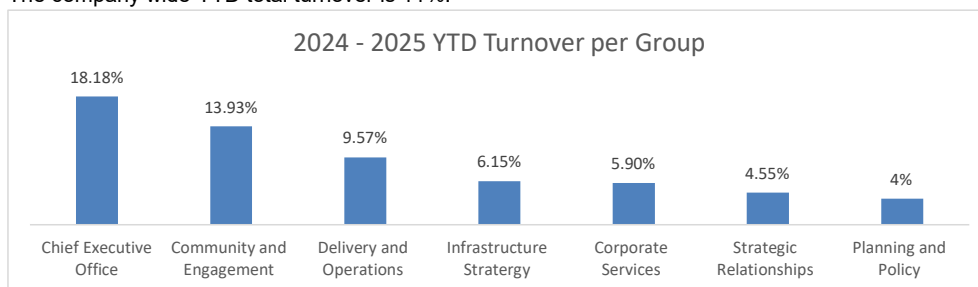
18 employees left FNDC in Quarter 2.

The turnover rate for this quarter is 4.62% (compared to 7.02% for the same quarter last year). This is trending in the right direction.

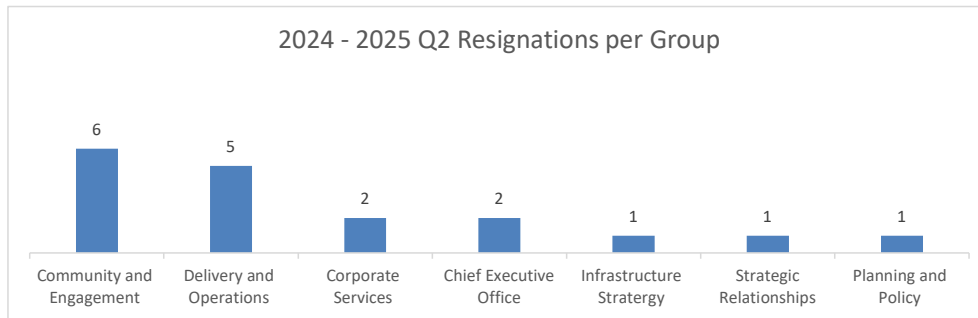


TURNOVER YEAR TO DATE (Jul - Dec 2024)

The company wide YTD total turnover is 11%.



2

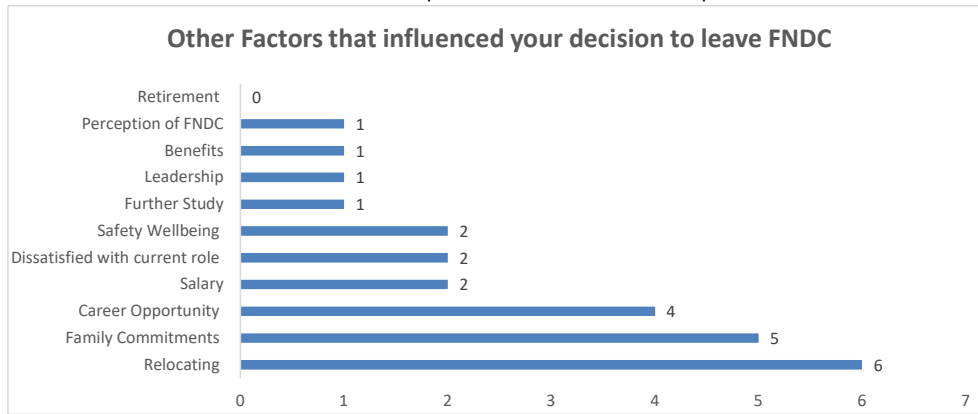


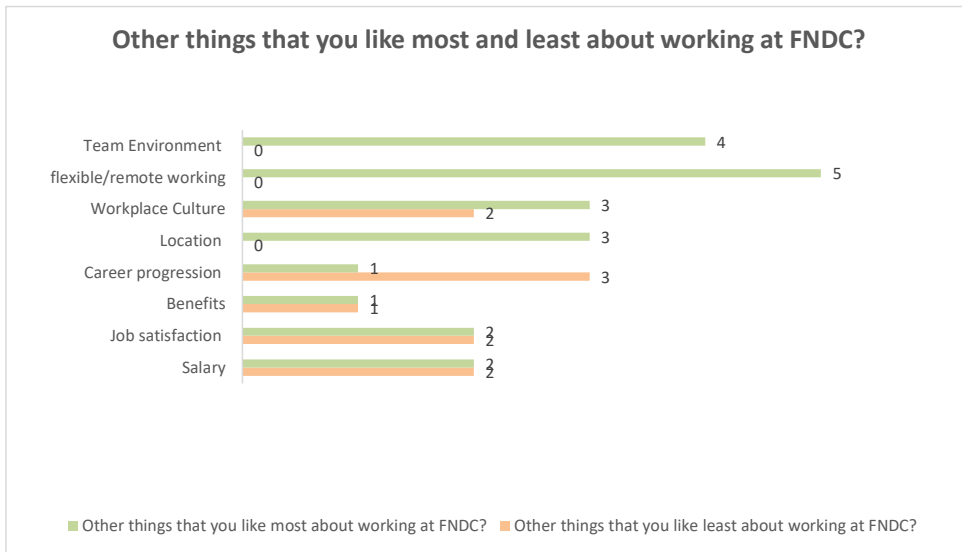
As there are fewer employees in the Chief Executive Office, a single resignation has a significant impact on the group turnover.

Exit Interview Analysis

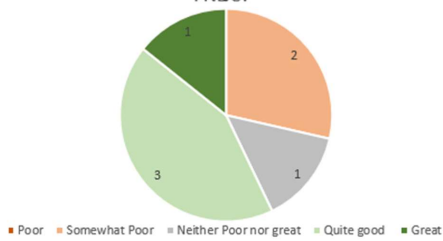
	2024/25
Key reasons for Leaving FNDC	Relocating Family Commitments Career Opportunity
What staff liked most about FNDC	Flexible/remote working Team environment Location

The key reasons for leaving, and what staff liked most about FNDC are similar to the last FY 2023/24. Of those who exited FNDC, 8 chose to complete exit interviews for this quarter.

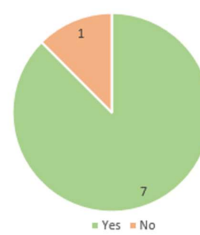




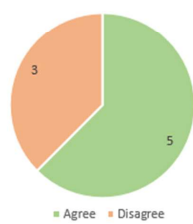
How would you overall rate the culture at FNDC?



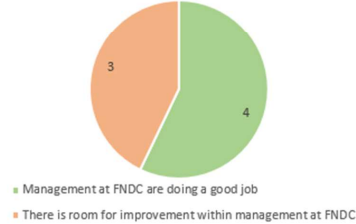
Would you recommend FNDC as an employer of choice?



You had the resources that you needed to be able to do your job?



How would you rate the overall management at FNDC?



To ensure GMs have visibility of exit interview data as it relates to their groups, the exit interview is being updated so leaving employees can indicate whether they are comfortable with GMs having visibility of their exit interview.

Response to Exit Interview Analysis

What staff liked most about working at FNDC:

- **Flexible/Remote Working** – We continue to prioritise being “business first, digitally supported,” feedback in exit surveys and in engagement surveys to all staff continue to highlight the importance of having the ability to remain flexible when it comes to working style. A more structured approach to the hybrid way of working is taking place to achieve a balance of spending more time in the office while having some flexibility to work out of office.
- **Team Environment** – As above, the in-office presence is increasing, bringing with it a focus on working collaboratively across Council groups and across the three office locations. More teams are having anchor days together, making the most of being in the same space.
- **Location** – The region holds strong appeal and assists with recruitment, offering a lifestyle different to that of a city.

Top Reasons to Leave FNDC:

- **Relocating** – relocation out of the region occurs for many reasons and primarily tends to be related to whānau and lifestyle opportunities. Where possible and practical, remote working options can be explored and we do have a small number of staff with remote working agreements in place.
- **Family Commitments** – as above, this is something that occurs for a variety of reasons. FNDC works with staff as much as possible to support with family commitments where possible. Examples to support family commitments include consideration of Wellbeing Leave for employees who themselves have or are supporting whānau through health issues outside of the District and considering flexible start/finish/work locations for a period of time.
- **Career Opportunities** - This often goes hand in hand with the relocation option, as well as people looking to find other opportunities within the district. A learning needs analysis is underway Council-wide, looking to see where and how we can further support career growth. A refreshed approach to succession planning, to identify internal successors to key positions, is also due to commence and will guide professional development opportunities for those individuals who show the potential and willingness to grow their career at FNDC.

Recruitment Activity

There have been a number of changes within the Leadership space, with three key appointments made: Manager Organisational Development, Manager Compliance, and an acting-up opportunity for Group Manager Delivery & Operations. Recruitment is underway for the Chief Financial Officer and Manager Te Ahu Museum & Archives positions.

The Infrastructure group has had significant success in redeployment and new placements into the various new roles created post-reorganisation. Of the last 16 vacancies, 5 are in final interview and offer stages.

While there is a number of campaigns underway, there has been less reliance on external recruitment companies with only a couple of long standing vacant T3 roles requiring that assistance to make placements.

Quarterly New Starters

During this quarter 35 new employees started.

Kaupapa Māori Programme Lead - Future of Severely Affected Land	2 nd September 2024
Kaiwhakangungu Reo – Te Reo Trainer - <i>returning employee</i>	14 th October 2024
Support Officer – <i>returning employee</i>	21 st October 2024
Programme Lead - Future of Severely Affected Land	28 th October 2024
Casual - Library (Kawakawa)	28 th October 2024
Executive Assistant to Group Manager Planning & Policy - <i>returning employee</i>	28 th October 2024
Casual - Library (Kaikohe)	29 th October 2024
Management Accountant	29 th October 2024
Resource Consents Engineer	29 th October 2024
Casual - Libraries (Kaitaia & Kaeo)	29 th October 2024
Visitor Information Consultant – Support - <i>returning employee</i>	11 th November 2024
Accounting Support Officer	11 th November 2024
Waters Asset Manager - <i>returning employee</i>	11 th November 2024
Waters Asset Manager	25 th November 2024
Capital Works Project Manager	25 th November 2024
Contract Administrator	25 th November 2024
Property Information Officer	25 th November 2024
SCADA Engineer	25 th November 2024
Building Support Officer	25 th November 2024
Intermediate Infrastructure Planner - <i>returning employee</i>	25 th November 2024
Building Support Officer	25 th November 2024
Capital Works Project Manager	25 th November 2024
Customer Service Officer - Multiskilled	9 th December 2024
Visitor Information Consultant - Support	9 th December 2024
Visitor Information Consultant - Support	9 th December 2024
Waters Design Engineer	9 th December 2024
Customer Service Officer - Multiskilled	9 th December 2024
Customer Service Officer - Multiskilled	9 th December 2024
Customer Service Officer - Multiskilled	9 th December 2024
Waters Technical Officer	9 th December 2024
Visitor Information Consultant - Support	9 th December 2024
Infrastructure Support Officer	9 th December 2024
Visitor Information Consultant - Support	9 th December 2024
Senior Project Manager	9 th December 2024
Senior Policy Advisor	9 th December 2024
Customer Service Officer – Multiskilled	9 th December 2024

Culture

Quarterly Celebration – In October new staff were welcomed with a powhiri and 7 staff recognised through the refreshed He Tohu Whakapau Kaha (Love Your Work) Awards. These awards now recognise:

- Eke Panuku - Consistently Going Above & Beyond: To recognise people who are consistently going above and beyond what is expected in their role
- Te Pikinga Ahurea - Building Our Culture: Someone who comes up with an initiative or has a real positive impact on the team culture of those around them or has shown a real enthusiasm for and is living Te Pae o Uta
- Te Tohu Auahatanga - Innovation & Creativity - Those who bring innovative ideas, growth opportunities and problem-solving solutions to the business; creative thinking outside the box
- Te Hāpai o ki Muri - Service Superstar: Someone who delivering exceptional service; whether that be in the community or internally with our peers
- Te ohu Mahi Tahī - Team Collaboration: When a team has pulled together and gone the extra mile in their job or stepped up in an out-of-the-box situation

Staff completing 15 years' service were also recognised.

Organisational Strategy - The strategy which provides internal direction for staff, was launched in December 2024. This sets six strategic priorities (better informed decisions, value for money, health safety & wellbeing, people & culture, te Ao Māori and service delivery) to guide where resources are focused on improving how we deliver to our communities. An organisational learning needs analysis has been carried out to identify any gaps and a learning and development framework has been drafted for this coming year to enable our staff to effectively deliver across these priority areas.

Staff Engagement – In November a 'CEO BBQ' for all staff happened in Kaikohe. Staff were invited to a BBQ lunch, talk to colleagues they might not have met before and collaborate in person. This was followed later in the month with an all-staff BBQ lunch for Christmas.

Diversity, Equity & Inclusion – After becoming a member of the national body for workplace diversity, equity & inclusion with Diversity Works New Zealand in quarter one, we have during quarter two undertaken a qualified assessment to establish our organisation's current level of maturity in the diversity, equity & inclusion space. The assessment analysed our practices & processes over seven components, namely: Leadership, Diversity infrastructure, Diverse recruitment, Inclusive career development, Te Tiriti Responsiveness, Inclusive collaboration and Social Impact. Upon the completion of the assessment, we will receive a recommendations report, which will enable us to understand what we currently do well and indicate areas where we need to increase our DE&I competency. We are eagerly awaiting the report to start planning towards this exciting initiative.

Engagement Survey – Planning is underway to go live with our biannual Employee Engagement Survey, between 24 February – 9 March 2025.

Apollo Psychometric Profiling – We have three trained in-house facilitators who can undertake psychometric profiling. The profiling offers different options for executive and senior management, middle management and team leader, and general workforce. The Apollo Assessment is used to assist with recruitment and personal development for career planning. Five of our people have received the assessment which can contribute to their learning and development plan.

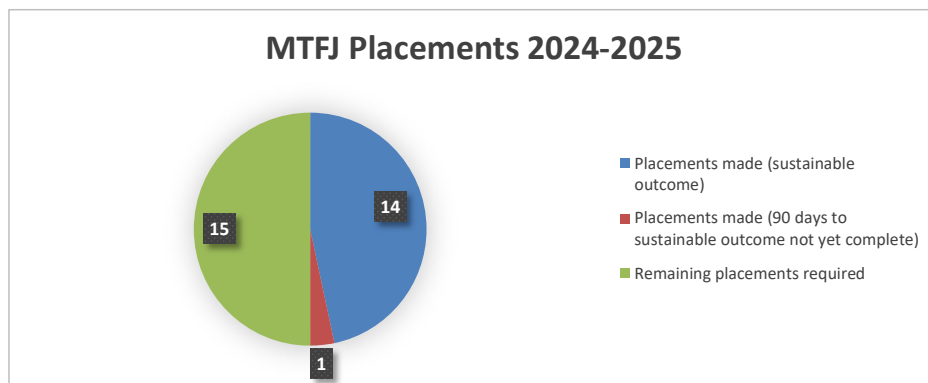
Team Building – Workshops for Team Management Profiles have been undertaken for two teams this quarter, with 27 people participating. The workshops assist with team building, giving insights for work preference areas and effective communication.

Employment Relations

	Quarter Two (Oct - Dec 2024)	Financial Year to Date (July 2024 – Jun 2025)
Number of personal grievances (completed)	2	3
Negotiated exits & medical retirements	0	1

Note: Collective Bargaining with the PSA and FNDC representatives has now concluded.

Mayor Taskforce for Jobs (MTFJ)



The MTFJ is a nationwide network of New Zealand’s Mayors, working together towards the vision of all young people 16-24 engaged in employment, education, training, or other positive activity in their communities. MTFJ runs advocacy projects and partners with best-practice organisations to promote the economic well-being of young people.

The funding agreement with Local Government New Zealand Mayors Taskforce for Jobs and FNDC 1 July 2024 –30 June 2025 is \$260,000.00 for a minimum of 30 outcomes.

Quarter 2 has seen the development of new opportunities through business connections made with Pou Herenga Tai – Twin Coast Cycle Trail, Kai o te Rangatira Charitable Trust, Aiotis Ltd (Sustainable Forestry Solutions), Art Consultancy Ltd, and Steve Hutchinson – Chivalry Training Provider. There are a number of jobseekers who we are working with to obtain relevant licences for truck transport roles.

The reach of MTFJ can be challenging with a single Coordinator responsible for the entire district. Late last year the Programme Coordinator made inroads in the Kaitaia area. Ka Uri – Museum & Café Gift Shop, Awanui Tyre Man, Toi Te Hiku and Juken NZ Ltd all established connections and explored their interested in potentially placing a job seeker in the future.

5.5 SUMMARY OUTLINE ON THE WORLD ECONOMIC FORUM GLOBAL RISK REPORT

File Number: A5073782

Author: Joshna Panday, Risk & Assurance Specialist

Authoriser: Charlie Billington, Group Manager - Corporate Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to provide the Committee with an overview of the Global Risks Report 2025 as produced by the World Economic Forum.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

This report encompasses a summary of the **Global Risks Report 2025** with an aim to highlight key areas for the attention of the Committee:

- Top ten short term global risks for 2025;
- Top ten short term global risks within the Government sector for 2025;
- Top five significant risks identified by New Zealand under the Executive Opinion Survey for 2025.

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro - Assurance, Risk and Finance Committee receive the Summary Outline on the World Economic Forum Global Risk Report .

TĀHUHU KŌRERO / BACKGROUND

The **Global Risks Report 2025** is focused to highlight the most pressing risks that could impact global stability, economies, and societies over the short and long term.

The report leverages the collective intelligence of over 900 global leaders across various sectors, including academia, business, government, international organisations and civil society.

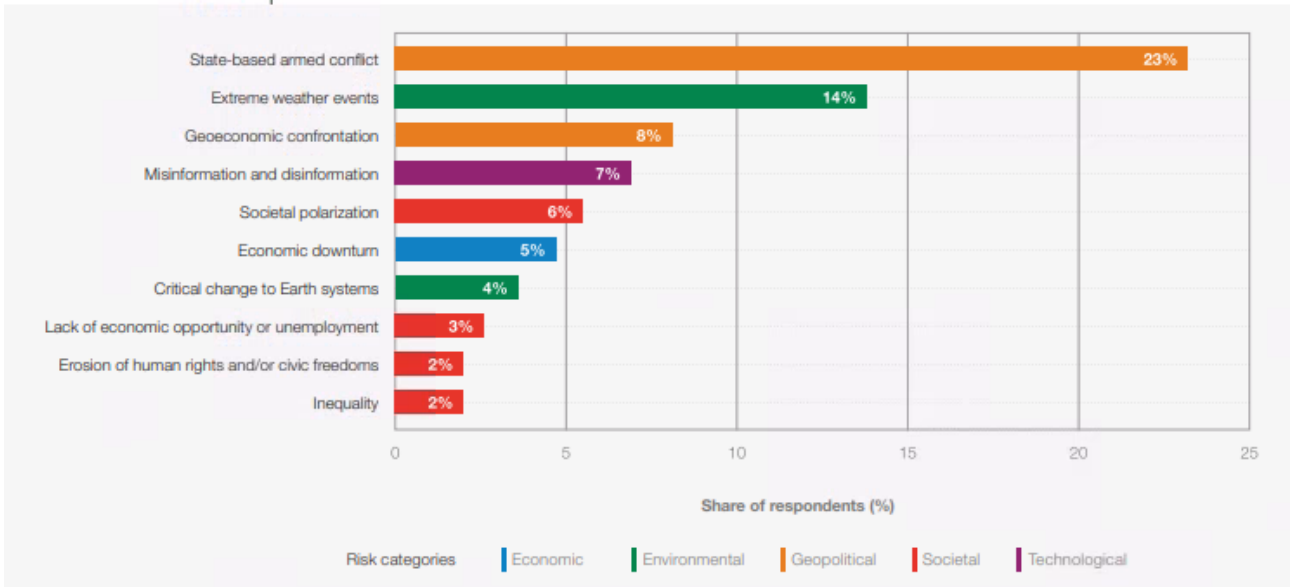
It further analyses global risks through three timeframes: current (2025), short-term (to 2027).

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

- 1) The **Global Risk Report 2025** identifies the primary global risks as:
 - **State-Based Armed Conflict:** Ranked as the most immediate risk for 2025, reflecting heightened geopolitical tensions and fragmentation.
 - **Misinformation and Disinformation:** Identified as a top short-term risk, these issues can erode public trust, fuel societal polarisation, and complicate governance.
 - **Environmental Risks:** Over the next decade, extreme weather events, biodiversity loss, and ecosystem collapse are anticipated to be significant threats.
 - **Technological Risks:** Concerns related to cyber espionage, warfare, and adverse outcomes of artificial intelligence technologies are highlighted.

FIGURE 1.1 Current Risk Landscape

Please select one risk that you believe is most likely to present a material crisis on a global scale in 2025 (top 10 risks selected risks by respondents).



- Page 7 of the Report 1
- WEF: Global Risk Report 1

2) The **Global Risk Report 2025** identifies the primary short term global risks within the Government sector as:



- WEF: Global Risk Report 2

The Global Risks Report 2025 indicates a notable shift in the government sector's risk landscape. Misinformation and disinformation have emerged as the primary concern.

Additionally, pollution has escalated to the third most pressing risk, reflecting growing environmental challenges that require immediate attention. Notably, cybersecurity has fallen out of the top five risks.

- 3) The **Global Risk Report 2025** features an Executive Opinion Survey conducted across various countries and highlights the five most critical risks confronting the respective country. Under the survey, New Zealand has identified the following risks as the most significant for 2025:

TABLE C.2 | Top five risks identified by the Executive Opinion Survey (EOS)

Mexico	Netherlands	Norway
1st Water supply shortage	1st Labour and/or talent shortage	1st Economic downturn (e.g. recession, stagnation)
2nd Crime and illicit economic activity	2nd Energy supply shortage	2nd Labour and/or talent shortage
3rd Energy supply shortage	3rd Cyber insecurity	3rd Energy supply shortage
4th Poverty and inequality (wealth, income)	4th Societal polarization	4th Involuntary migration
5th Insufficient public services and social protections	5th Misinformation and disinformation	5th Intrastate violence (civil strikes, riots)
Mongolia	New Zealand	Oman
1st Labour and/or talent shortage	1st Economic downturn (e.g. recession, stagnation)	1st Extreme weather events (floods, heatwaves etc.)
2nd Energy supply shortage	2nd Inflation	2nd Economic downturn (e.g. recession, stagnation)
3rd Pollution (air, water, soil)	3rd Labour and/or talent shortage	3rd Unemployment or lack of economic opportunity
4th Poverty and inequality (wealth, income)	4th Extreme weather events (floods, heatwaves etc.)	4th Adverse outcomes of artificial intelligence technologies
5th Extreme weather events (floods, heatwaves etc.)	5th Poverty and inequality (wealth, income)	5th Inflation
Morocco	Nicaragua	Pakistan
1st Water supply shortage	1st Erosion of human rights and/or civic freedoms	1st Economic downturn (e.g. recession, stagnation)
2nd Inflation	2nd Involuntary migration	2nd Inflation
3rd Poverty and inequality (wealth, income)	3rd Labour and/or talent shortage	3rd Water supply shortage
4th Unemployment or lack of economic opportunity	4th Censorship and surveillance	4th Energy supply shortage
5th Economic downturn (e.g. recession, stagnation)	5th Poverty and inequality (wealth, income)	5th Poverty and inequality (wealth, income)
Namibia	Nigeria	Panama

- [Page 88 of the Report 1](#)
- [WEF: Global Risk Report 3](#)

ĀPITIHANGA / ATTACHMENTS

- 1. [WEF_Global_Risks_Report_2025 - A5057066](#)  

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Confirmation of Previous Minutes Public Excluded	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
6.2 - FNDC Current Legal Action Potential Liability Claims	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
6.3 - Risk Management Update	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
6.4 - Tender Panel and Procurement Activity Update	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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