



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


AGENDA

Te Miromiro - Assurance, Risk and Finance Committee Meeting

Tuesday, 8 April 2025

Time: 10:00 AM

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

	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 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

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:
Tuesday 8 April 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: A5113328

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 19 February 2025 are a true and correct record.

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.

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.

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.

ĀPITI HANGA / ATTACHMENTS

- 1. 2025-02-19 Te Miromiro - Assurance, Risk and Finance Committee Minutes - A5078440**



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.

Te Miromiro - Assurance, Risk and Finance Committee Meeting Minutes

19 February 2025

**MINUTES OF FAR NORTH DISTRICT COUNCIL
TE MIROMIRO - ASSURANCE, RISK AND FINANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVE, KAIKOHE
ON WEDNESDAY, 19 FEBRUARY 2025 AT 10:01 AM**

PRESENT: Mr Graeme McGlinn, Deputy Chairperson John Vujcich, Kahika - Mayor Moko Tepania, Kōwhai - Deputy Mayor Kelly Stratford, Cr Ann Court, Cr Penetaui Kleskovic (arrived late), Cr Steve McNally

IN ATTENDANCE: Cr Mate Radich (online), Cr Felicity Foy (online), Cr Hilda Halkyard-Harawira (online)

STAFF PRESENT: Guy Holroyd (Chief Executive Officer), Angie Thomas (Chief Financial Officer)(acting), Emma Healy (Chief of Staff), Charlie Billington (Group Manager – Corporate Services), Jacine Warmington (Group Manager – Strategic Relationships), Ruben Garcia (Group Manager – Community and Engagement), Carla Ditchfield (Manager – Legal Services), Katherine Te Haara-Atama (Health, Safety and Wellbeing Specialist), Mary Moore (Manager – Infrastructure Services), Roger Ackers (Group Manager – Planning and Policy), Tanya Proctor (Head of Infrastructure), Marysa Maheno (Democracy Advisor), Trent Blakeman (online).

1 KARAKIA TIMATANGA / OPENING PRAYER

Kōwhai-Deputy Mayor Kelly Stratford commenced the meeting with a karakia at 10:01AM.

2 NGĀ KŌRERO A TE HEAMANA / CHAIRPERSON ANNOUNCEMENTS

Chairperson Graeme McGlinn noted it has been two years since onboarding with Far North District Council as Chair of Te Miromiro – Assurance, Risk and Finance Committee.

At 10:06AM Cr Penetaui Kleskovic arrived to the meeting.

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

3.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 4.1 document number A5067110, pages 12 - 14 refers

RESOLUTION 2025/1

Moved: Deputy Chairperson John Vujcich

Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Te Miromiro - Assurance, Risk and Finance Committee confirm the minutes of the previous meeting held 3 December 2024 are a true and correct record subject to requested changes being made.

CARRIED

At 10:27AM Cr Ann Court left the meeting.

At 10:30AM Cr Ann Court returned to the meeting.

4 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**4.1 RESOURCE CONSENT ABATEMENT NOTICE RISK UPDATE**

Agenda item 5.1 document number A5055672, pages 20 - 23 refers

RESOLUTION 2025/2

Moved: Kōwhai - Deputy Mayor Kelly Stratford

Seconded: Deputy Chairperson John Vujcich

That Te Miromiro - Assurance, Risk and Finance Committee receive the report Resource Consent Abatement Notice Risk Profile.**CARRIED****4.2 MAYORAL DISCRETIONARY FUND**

Agenda item 5.2 document number A5055757, pages 24 - 26 refers

RESOLUTION 2025/3

Moved: Kōwhai - Deputy Mayor Kelly Stratford

Seconded: Deputy Chairperson John Vujcich

That Te Miromiro - Assurance, Risk and Finance Committee receive the report Mayoral Discretionary Fund.**CARRIED***At 10:41AM Cr Penetaui Kleskovic left the meeting.**At 10:46AM Cr Penetaui Kleskovic returned to the meeting.**At 10:50AM Kōwhai-Deputy Mayor Kelly Stratford left the meeting.***4.3 HEALTH, SAFETY, AND WELLBEING UPDATE**

Agenda item 5.3 document number A5058068, pages 27 - 31 refers

RESOLUTION 2025/4

Moved: Kahika - Mayor Moko Tepania

Seconded: Cr Ann Court

That Te Miromiro - Assurance, Risk and Finance Committee receive the report Health, Safety, and Wellbeing Update.**CARRIED***At 10:56AM Kōwhai-Deputy Mayor Kelly Stratford returned to the meeting.***4.4 CHIEF OF STAFF REPORT - OCTOBER - DECEMBER 2024**

Agenda item 5.4 document number A5068274, pages 32 - 33 refers

RESOLUTION 2025/5

Moved: Kōwhai - Deputy Mayor Kelly Stratford

Seconded: Deputy Chairperson John Vujcich

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

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

At 11:17AM Kahika-Mayor Moko Tepania returned to the meeting.

At 11:22AM Cr Steve McNally left the meeting.

At 11:33AM Cr Steve McNally returned to the meeting.

4.5 SUMMARY OUTLINE ON THE WORLD ECONOMIC FORUM GLOBAL RISK REPORT

Agenda item 5.5 document number A5073782, pages 43 - 45 refers

RESOLUTION 2025/6

Moved: Deputy Chairperson John Vujcich

Seconded: Kōwhai - Deputy Mayor Kelly Stratford

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

CARRIED

5 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2025/7

Moved: Kōwhai - Deputy Mayor Kelly Stratford

Seconded: Deputy Chairperson John Vujcich

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
5.1 - 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
5.2 - 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
5.3 - Risk Management Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out,	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would

Te Miromiro - Assurance, Risk and Finance Committee Meeting Minutes

19 February 2025

	without prejudice or disadvantage, commercial activities	be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
5.4 - Tender Panel and Procurement Activity Update	<p>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</p> <p>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)</p>	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
CARRIED		

CONFIRMATION OF INFORMATION AND DECISIONS TO BE RELEASED IN PUBLIC

At the conclusion of the public excluded discussion, Te Miromiro – Assurance, Risk and Finance Committee confirmed the following decision be restated in public meeting as follows:

Risk Management Update

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

6 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

At 1:00PM Kahika-Mayor Moko Tepania closed the meeting with a karakia.

7 MEETING CLOSE

The meeting closed at 1:00pm.

The minutes of this meeting will be confirmed at Te Miromiro - Assurance, Risk and Finance Committee Meeting held on 8 April 2025.

.....
CHAIRPERSON

5 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

5.1 COUNCIL FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2025

File Number: A5105286

Author: Angie Thomas, Acting Chief Financial Officer

Authoriser: Charlie Billington, Group Manager - Corporate Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide an overview and information on the current financial position and performance of the Far North District Council for the period ending 28 February 2025.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

This report provides a summary overview, Statement of Financial Performance, Capital Performance and Borrowing & Investment reports.

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro – Assurance Risk and Finance Committee receive the Far North District Council Financial Report for the period ending 28 February 2025.

TĀHUHU KŌRERO / BACKGROUND

This report provides financial information for the period ending 28 February 2025.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

This report is for information only.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Accept the commentary for the period ending 28 February 2025.

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

There are no financial implications or budgetary provisions required as a result of this report.

ĀPITIHINGA / ATTACHMENTS

- 1. Council Financial Report - Feb 2025 - A5126787**  



Far North District Council

Council Financial Report

for the period ending **28-February-2025**

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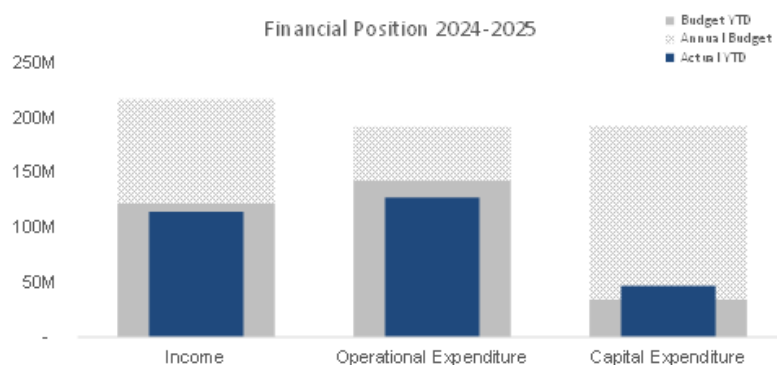
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Financial Overview

Key financial metrics from the Statement of Financial Performance for the Far North District Council as at 28-February-2025.



Year to Date

Actual Position as at 28-February-2025

	Actual YTD	Budget YTD	Variance to Budget YTD	% Variance Actual to Budget YTD
Total Income	114.3M	122.2M	- 7.9M	-6%
Operational Expenditure	127.5M	143.1M	- 15.5M	-11%
Net Operating Position	13.2M	20.9M	- 7.7M	-37%
Capital Expenditure	46.7M	34.4M	12.3M	36%

Year End

Forecast Position as at 30-June-2025

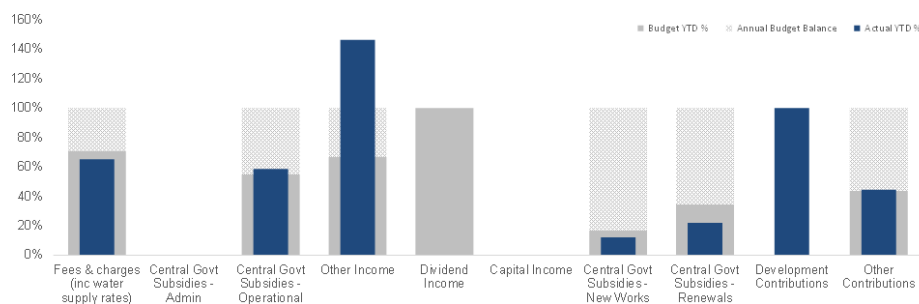
	Annual Forecast	Annual Budget	Forecast Variance to Budget	% Variance Forecast to Budget YTD
Total Income	231.0M	217.4M	13.6M	6%
Operational Expenditure	193.0M	192.1M	0.9M	0%
Net Operating Position	38.1M	25.4M	12.7M	50%
Capital Expenditure	203.6M	192.7M	10.9M	6%

**In the tables above and throughout this report, variances +/- 5% from budget are indicated as on track / green, anything outside this is red.*

Council Financial Performance – Income

Please note these figures relate to the Statement of Financial Performance controllable costs only, which excludes general rates and rates penalties.

Actual YTD	Budget YTD	Variance to Budget YTD	% Variance to Budget YTD	Annual Budget	Annual Forecast	Forecast Variance to Budget	% Forecast Variance to Budget
40.1M	47.7M	- 7.6M	● -16%	105.9M	119.5M	13.6M	● 11%



Highlights:

Fees & Charges:

- Environmental Management are behind budget for Resource Consent applications \$429k and animal registration fees \$140k; offset by higher Building Consents applications totalling \$438k with works carried out using internal resources.
- Ferry income is tracking well however the budget timing needs to be reviewed.
- Water by meter rates is below budget \$842k due to the smaller schemes (Kawakawa, Opononi, Paihia, Rawene) budget timing is not aligned with the billing cycle.
- Sale of retail merchandise to tourists is higher at the Paihia and Opononi iSites \$62k together with the sales commission associated with this increased sale of \$84k.

Central Govt Subsidies Received:

- Roading and Footpaths \$11.3m Operational, \$3.9m for New Works and \$4.4m for Renewals subsidy has been received to date over budget.

Other Income:

- \$270k funding for relocation and construction of the new squash courts by Kerikeri Squash Club.
- \$197k for reimbursement of power bills from Te Hiku Sports Hub Incorporated for the newly constructed Te Hiku Sports Hub.

- Operational Grants received for the 3Waters transition \$127k and local waters done well \$1.1m from the Department of Internal Affairs (DIA).
- Final tranche of Mayoral Taskforce for Jobs totalling \$578k has been received for jobs not yet allocated internally.
- Flood Resilience Capability Fund \$220k has been received and costs to be allocated to relevant expenditure.
- Interest income received \$416k and gain on disposal of vehicles \$67k. This is offset by operational grant for Nothing But Net project that has been not been received \$166k.

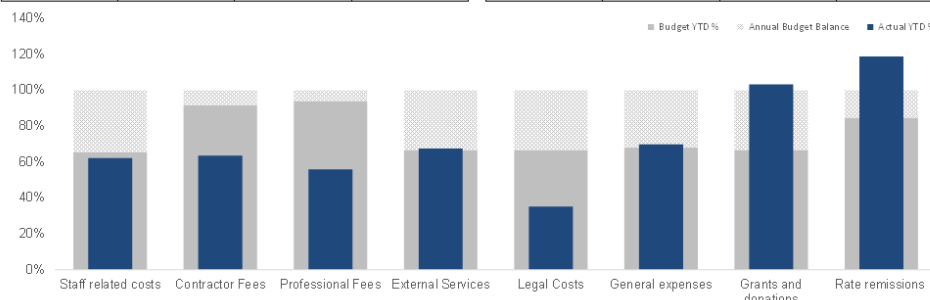
Dividend Income:

- This is below budget \$5.5m as the dividend income from Far North Holdings Limited will not be received until the third quarter of the current financial year.

Council Financial Performance – Operational Expenditure

Please note these figures relate to the Statement of Financial Performance controllable costs only, which excludes allocations, interest costs, depreciation and other asset costs and gain/loss on disposal.

Actual YTD	Budget YTD	Variance to Budget YTD	% Variance to Budget YTD	Annual Budget	Annual Forecast	Forecast Variance to Budget	% Forecast Variance to Budget
86.0M	102.8M	- 16.8M	● -16%	131.7M	132.6M	0.9M	● 1%



Highlights:

Staff Related Costs:

- \$1.33m under budget due to staff vacancies across the organisation.

Contractor Fees:

- Community Services contractor billing is behind schedule for public toilets \$400k, Parks & Reserves \$244k though funds are fully committed. There is overspend in Airports \$60k due to under budget, cemeteries \$48k as work is ahead of budgeted schedule.
- Roads & Footpaths are under budget \$14m, however, this will be utilised over the course of the financial year as projects are completed. Maintenance Contractors are on track with the operational programme. Budget timing is ahead.
- Transfer Station expenses over budget by \$321k due to higher volume consumed over the summer period.
- Planned and reactive maintenance works across the wastewater schemes are below budget \$437k, offset by increase in electricity tariff charges \$150k.
- Water supply schemes are over budget \$524k due to increase in electricity tariff charges \$168k and higher-than-expected reactive maintenance mainly at Kawakawa \$335k, Kaikohe \$76k, Kerikeri \$214k and Paihia \$80k; offset by \$335k not required in other districts.
- Contract professional fees \$123k to hire consultants to fill a position that would normally be undertaken by staff were not required at this stage for water (\$51k) and wastewater (\$72k).

- \$335k FNDC contribution for the Investment and Growth Reserve (IGR) paid to Northland Regional Council (NRC).

Professional Fees:

- Corporate Services is below budget \$83k in Information Technology and \$276k of professional fees budget not required at this stage.
- District plan is below budget \$168k though funds are fully committed.
- Project Management Fees for the Kaikohe Library are over budget \$75k due to project being ahead of schedule.
- Professional services not required at this stage \$258k for Election services contract.
- With Roothing coming back into Council, consultants are not being used in the interim while internal resourcing is fulfilled and is tracking \$1.5m under budget.
- Professional fees budget \$393k and project concept design & feasibility budget \$115k for waters is not required at this stage; offset by the 3Waters transition support required for asset management system \$73k which is funded from grant.
- Stormwater professional fees budget \$247k are not required at this stage.

External Services:

- District Facilities are under budget by \$659k for reactive maintenance for Housing for the Elderly \$127k, Parks & Reserves \$277k, Town Maintenance \$82k, Public Toilets \$69k and day works not yet billed for \$100k.
- Russell Landfill Closure Project including project management is ahead of schedule by \$177k. This was initially funded through the Better of Funding Grant; however the funds have been repurposed for the Local Waters Done Well program and other funding source is being explored.
- Water Meter new connections are over budget \$143k which is offset by payments from customers. Furthermore, the decommissioning of the Kauri dam \$167k is unbudgeted.
- Desludging of the Kaikohe wastewater ponds are tracking behind budget \$285k.
- Reactive maintenance works across the stormwater network are above budget \$163k.
- Demolition of the Kaitaia old swimming pool \$205k is unbudgeted.

General expenses:

- Wastewater activity is over budget by \$215k due to compensation payment for easement at the Kerikeri wastewater treatment plant is unbudgeted.
- Water activity is over budget due to payment of fixed charges \$360k for FNDC to have first priority to take water from the Matawii Dam (MN10Reservior) in the event of any potential shortfall of water for the Kaikohe scheme.
- Insurance policy renewed with increased premium and are over budget by \$671k for community services \$385k, wastewater \$194k and water \$92k.
- Strategic Relationship group is under budget by \$368k with budget not required for council wide Maori engagement, subscription, public notices, advertising and promotions.

- Electricity tariff is higher \$168k for community services, rates charges are over budget \$111k, rentals & outgoings \$84k are also over; offset by repairs and maintenance is under budget \$196k.
- Environmental group payment of Commissioner Fees in relation to hearings is \$154k over budget.
- FOSAL budget is underspend \$350k however funds are committed to record expenditure correctly.

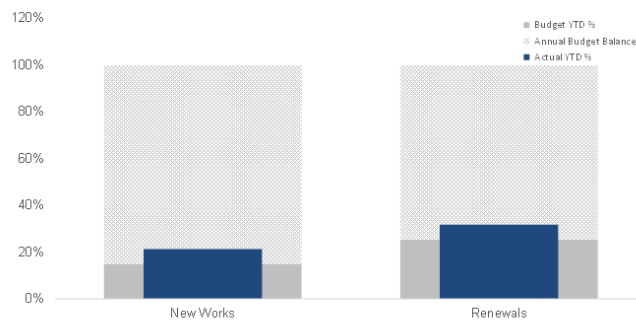
Grant and donations:

- Payment of the Turner Centre loan as vested asset \$1.1m.

Council Financial Performance – Capital Expenditure

These figures are direct from the Statement of Capital Performance.

Actual YTD	Budget YTD	Variance to Budget YTD	% Variance to Budget YTD	Annual Budget	Annual Forecast	Forecast Variance to Budget	% Forecast Variance to Budget
46.7M	34.4M	12.3M	36%	192.7M	203.6M	10.9M	5%



Highlights:

New Works:

- Mangonui Stage 2 Boardwalk Extension project \$793k, Whangaroa Harbour Works \$223k, Hokianga Harbour Coastal projects \$180k, and Ranitane maritime boat ramp \$200k are being reconciled against other projects currently being delivered by Far North Holdings Limited.
- FNDC acquired Onewhero Bay Esplanade Strip for \$2.3m earlier than anticipated.
- Waipapa sports hub project on schedule \$362k however budget is phased in June 2025.
- Opua-Paihia walkway boardwalk project is under budget \$107k.
- Tsunami siren replacement project has been paid for \$377k.
- Unbudgeted Expenditure for Animal Control Dog Pound North, Kaitaia \$114k, Fencing & gates, access control & Dog Pound South, Kaikohe \$13k to install 6 security cameras.
- Roading new works is underspend due to holding the emergency works until the contractor panel has been established \$2.3m.
- Wastewater are over budget \$1.8 m due to the following works being ahead of schedule:
 - Kaikohe IAF Kainga Ora Reticulation Infrastructure design works progressing well \$525k and survey & geotechnical assessments underway for the treatment plant upgrade \$189k.
 - Donald Road wastewater catchment upgrades project in Kaitaia is underway \$3m with budget timed in June 2025.

- Rawene Land Purchases \$190k is unbudgeted.

However, these are offset by projects behind schedule.

- Wastewater Telemetry \$494k project is in the design phase.
- Kaikohe Septage Screen \$101k project is delayed due to amendments in the design.
- Pukepoto Rd, Kaitaia pipework \$373k and Kaitaia pump station upgrade \$148k carry-over budget from last financial year remain uncommitted.
- Septage screens at Kaitaia \$165k due to the need to relocate power pole and transformer before installation.
- Kawakawa Wastewater Treatment Plant Stream Diversion \$305k project is in the design and consenting stage.
- Opononi wastewater treatment plant upgrade \$101k with design works completed and the program of works being scoped.
- Paihia pump station and emergency storage \$108k project being scoped.
- Whatuwhiwhi Pump Station \$208k waiting on final design and resource consenting.
- Stormwater is under budget with Kaitaia Commerce Street design works underway \$169k and flood alleviation works at Marreine Place in Whatuwhiwhi behind schedule \$104k waiting on resource consenting.
- Community & Engagement are over budget \$342k due to Kaikohe Library Hub design works ahead of schedule.
- Pou Herenga Cycle Trail is over budget \$1m due to the Opuia Cycle Trail and Te Roupia Road projects is ahead of schedule but budget phased in June 2025.
- Purchase of shares for the Otawere dam \$7.5m is unbudgeted.

Renewals:

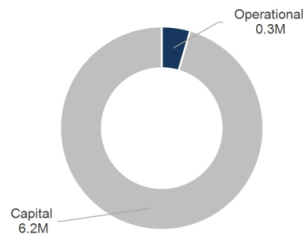
- Roading & Footpaths renewal works are ahead of the planned programme of works \$800k for sealed road resurfacing, pavement rehabilitation, structures replacements and traffic services have been carried out across the district. The budget variance will be resolved at the end of the financial year.
- There is an overspend of \$949k in wastewater mainly due to budget phased in June 2025 Ahipara security fence upgrade \$143k, Kaikohe pump station and reactive renewals \$137k, Pukepoto Rd Pipe Renewals \$370k, Russell diffuser replacement \$235k and Whatuwhiwhi Reactive Renewals \$314k. The balance is brought down by underspends on renewals projects for the Kaitaia wastewater overflows reduction option project \$259k.
- Stormwater diversion drain renewal works at Kaitaia Parkdale Crescent is awaiting recourse consent from NRC \$166k.
- Water Supply is over budget \$491k due to reactive renewal works at Kaikohe \$92k, Kerikeri \$110k, Rāwene \$85k and Kaitaia water supply replacement of asbestos cement pipes programme \$230k.
- Corporate Services are over budget \$749k due to renewal of pool vehicles \$423k, IT equipment renewals \$141k and Satellite Imagery project \$176k ahead of schedule.
- Library stocks and E-Resources renewals projects are over budget \$202k due to timing of the contract with budget phased in June 2025.

- Pou Herenga Cycle Trail renewals projects to widen footpaths, resurfacing and widening of cycle track - Stage 1 is over budget \$158k.

Unbudgeted Expenditure

These are additional works not included in the original budget for the current year.

Unbudgeted work greater than \$100,000 must be approved by Council, anything less than that can be approved by a General Manager with appropriate financial delegation.



Unbudgeted Expenditure as at 28-February-2025

**Expenditure over \$100K approved by Council (in grey)*

Unbudgeted Operational			Amount
Resource Consents Administration	External Services	Unbudgeted Costs re 7 Ocean Rd Resource Consent	83,000
Swimming Pools	Contract Work Annual	Forecast Unbudgeted Funds -increase base managt fee swimming pool - RES2024/178	51,651
Swimming Pools	Contract Work Annual	Forecast Unbudgeted Funds -increase base managt fee swimming pool - RES2024/178	51,651
Facilities operations - buildings	External Services	Washown of Council Buildings Unbudgeted	34,965
Halls	External Services	Washown of Council Halls Unbudgeted	32,773
Delivery & Operations	Legal Costs	Unbudgeted Legal Costs for HR Investigation	15,000
Climate Change	Expenses	Unbudgeted Funding for Water Supply Agreement	14,000
Halls	Repairs & Maintenance Buildings	Unbudgeted approval - Mangonui Town Hall Window repairs	8,632
Information Services & Technology	Software Licence Fees	Unbudgeted Forecast approval for Freshservice workspace lic	2,040
			293,711

Unbudgeted Capital Works**Amount**

TIF Round 7: Taipa Beachfront Remedial Works	CAPEX New Works Contract Services	Forecast missing 50% FNDC Loan Share as Unbudgeted into FY24/25	310,000
Dog Pound Northern	CAPEX New Works Contract Services	Unbudgeted expenditure forecast for Heat pump at North Dog Pound	31,237
Dog Pound Southern	CAPEX New Works Contract Services	Unbudgeted expenditure forecast for CCTV at South Dog Pound	23,771
			365,008

Unbudgeted Roading**Amount**

West Coast Road (Kohukohu) RP16775	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	4,235,000
August 2022 EW Phase 3 Admin & Contingency	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	2,959,400
Pawarenga Road RP8151	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	2,874,000
May 2023 Rain Event Admin & Contingency	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	1,702,500
West Coast Road (Kohukohu) RP30161	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	966,000
EW June 2023 Minor Remedial Works	CAPEX Renewal Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	961,300
Ngapipito Road RP6772	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	915,000
Paponga Road RP2453	CAPEX Renewal Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	854,000
Duncan Road (Kaingaroa) RP10105	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	793,000
Wainui Road RP6561	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	779,000
Larmer Road RP2117	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	732,000
Whangae Road RP4817	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	730,000
Waiotemarama Gorge Road RP2480	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	671,000
Fisher-Riley Road RP2820	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	671,000
Te Rore Road RP3039	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	671,000

Oruru Road RP2348	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	671,000
Wainui-Matauri Bay Road RP4995	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	610,000
Whangape Road RP6246	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	610,000
Duncan Road (Kaingaroa) RP14459	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	579,500
Wainui-Matauri Bay Road RP4990	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	555,000
Duncan Road (Kaingaroa) RP10069	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	549,000
Wainui Road RP4655	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	525,000
Fryer Road RP2887	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	488,000
Te Rore Road RP3028	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	488,000
Mangamuka Road RP2948	CAPEX Renewal Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	429,937
Waikare Road RP8444	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	400,750
Giles Road RP843	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	366,000
Waiare Road RP28047	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	305,000
Tapuhi Road RP8739	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	305,000
Whangae Road RP2730	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	244,000
Iwitaia Road RP6179	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	244,000
Church Road (Kaitaia) RP1404	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	244,000
Fryer Road RP3471	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	244,000
Duncan Road (Kaingaroa) RP11464	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	219,600
Kaitaia-Awaroa Road RP26807	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to	213,000

		24/25	
October EW 2023 Minor Remedial Works	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	194,300
Matawaia-Maromaku Road RP7182	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	183,000
Broadwood Road RP279	CAPEX Renewal Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	183,000
Mangamuka Road RP7824	CAPEX Renewal Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	183,000
Paranui Road RP4460	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	183,000
Duncan Road (Kaingaroa) RP10042	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	152,500
Hihitahi Rise RP84	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	146,400
Mangamuka Road RP4475	CAPEX Renewal Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	146,400
Giles Road RP577	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	122,000
Duncan Road (Kaingaroa) RP13894	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	122,000
Smith Road (Herekino) RP2400	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	115,900
Honeymoon Valley Road RP5585	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	103,700
Kaitaia-Awaroa Road RP13525	CAPEX New Works Contract Services	WC141 Emergency Works Reforecast from 23/24 to 24/25	91,000

30,731,187

31,389,906

Budget Movements

These are budgets timed in future years, brought forward into the current year (positive values) OR budgets timed in the current year to be moved out to future years (negative values).

The figures that follow exclude the \$5M Roothing budget adjustment moved out to future years to reflect the lower of FNDC or NZTA budget.



Budget Movements as at 28-February-2025

General Ledger	Comment	Amount
Climate Change	Reforecast FOSAL Budget \$50k from 26-27 Financial Year	50,000
		50,000

Project Ledger	Comment	Amount
Donald Road Wastewater Catchment Upgrades	Donald Road WW Upgrades Transfer Renewals Funding from 27/28 to	568,755
300 Rawene Road Land Purchase	Reforecast Funds from LTP Year 2026 to 2024 to Purchase Land	313,950
Awanui Sports Complex H&S Renewals (DFP0593)	Awanui Hall Ceiling Renewal Tfr from 2027/28 Financial Year	290,000
Awanui Transfer Station Renewals	Reforecast jrnal from future yr for Awanui TS	15,000
Kaikohe Transfer Station	Tfr Budget for Carey Rd Tfr Station Tfr from 2032/33 Financial Year	13,516
Te Ahu Carpark Dump Station Pad	Te Ahu Dump Station Transfer from 27/28 and 29/30 to 24/25	10,590
Kaitaia Transfer Station	Reforecast jrnal from future yr for Kaitaia RRC Linemarking	10,000
Cherry Park House	Cherry Park House BM from FY 2030/31	4,800
Kerikeri Level Two	JBC Level 2 Zip Replacement Transfer from 27/28 to 24/25	2,967
Dog Pound Northern	Reforecast Budgets from 2025 to 2024	-44,336
Paihia Mains Baffin Street Stage 1	Reforecast Budgets from 2025 to 2024	-123,134

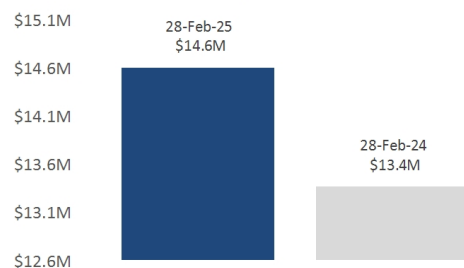
1,062,108

1,112,108

Treasury Report

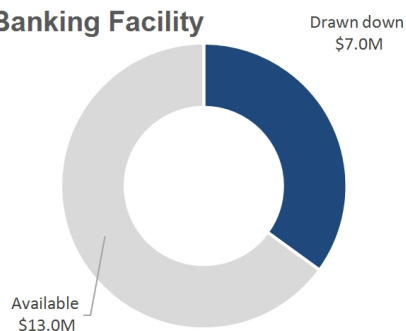
Cash Position

Compared to same time last year



	28-Feb-25		28-Feb-24	
ASB General Fund	\$	8.8M	\$	5.7M
ASB Special Funds	\$	3.5M	\$	5.5M
Investments	\$	2.3M	\$	2.2M
Total Cash	\$	14.6M	\$	13.4M

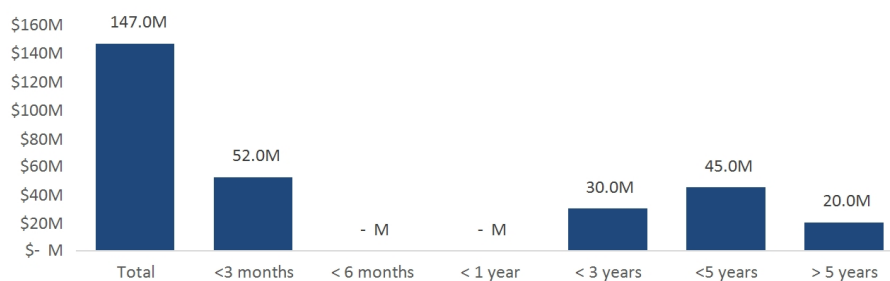
Banking Facility



Banking Facility	\$ 20.0M
Drawn down	\$ 7.0M
Available	\$ 13.0M

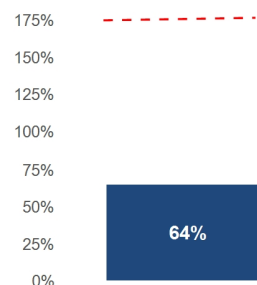
Public Debt

Loans by Maturity Date



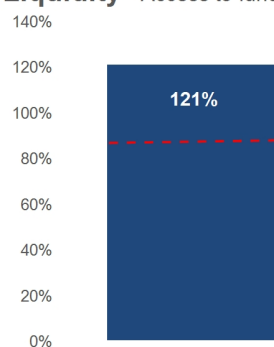
Treasury Compliance

Net Debt as a % of Revenue must be less than 280%



Net Debt	\$ 132.4M
Budgeted Total income	\$ 206.3M
Debt Ceiling	\$ 361.0M
Net debt as % total revenue	64%
Policy Maximum 280%	216%

Liquidity - Access to funds must be greater than 110%



External Debt	\$ 147.0M
ASB Banking Facility	\$ 20.0M
ASB Banking Facility used	-\$ 7.0M
Total Committed Public Debt	\$ 160.0M
Liquid Investments Cash at Bank	\$ 14.6M
Liquid Investments ASB Overdraft Facility	\$ 3.0M
	\$ 177.6M
Access to Funds	121%
Policy Minimum	110%

Note: Total revenue is based on 2024/25 total forecast income excluding non government capital contributions (eg. developer contributions and vested assets).

Liquidity is defined as external debt + committed loan facilities + liquid investments, including bank overdraft facility, divided by existing external debt.

Statement of Financial Performance

for the period ending Feb 2025 (Pd8)

	Year To Date (\$000's)			Full Year (\$000's)						
	YTD Actual	Total Budget YTD	Variance	LTP Budget	Budget Brought Forward	Total Annual Budget	Actual vs Budget Variance	Actual vs Budget %	Total Annual Forecast	Forecast vs Budget Variance
Operational Income										
Rates - general (excl water supply rates)	73,210	73,326	115	109,989	-	109,989	36,778	67%	109,989	-
Rates - penalties	1,057	1,169	112	1,518	-	1,518	461	70%	1,518	-
Fees & charges (inc water supply rates)	14,662	15,959	1,297	22,483	-	22,483	7,821	65%	22,483	0
Central Govt Subsidies - Admin	-	-	-	-	-	-	-	0%	-	-
Central Govt Subsidies - Operational	11,302	10,568	733	19,294	-	19,294	7,993	59%	19,597	303
Other Income	4,425	2,018	2,407	3,027	-	3,027	1,398	146%	3,027	-
Dividend Income	0	5,500	5,500	5,500	-	5,500	5,500	0%	5,500	-
Capital Income										
Central Govt Subsidies - New Works	3,995	5,569	1,575	27,573	5,342	32,915	28,921	12%	42,395	9,480
Central Govt Subsidies - Renewals	4,374	6,882	2,509	19,061	901	19,962	15,588	22%	23,804	3,841
Development Contributions	79	-	79	-	-	-	79	100%	-	-
Other Contributions	1,217	1,195	22	-	2,732	2,732	1,516	45%	2,732	-
Total Operating Income	114,320	122,187	7,867	208,446	8,975	217,421	103,101	53%	231,046	13,625
Operational Expenditure										
Staff related costs	25,838	27,166	1,328	41,501	-	41,501	15,663	62%	41,676	175
Contractor Fees	32,456	46,864	14,408	51,085	-	51,085	18,629	64%	51,913	828
Professional Fees	4,250	7,122	2,871	7,583	-	7,583	3,333	56%	7,542	41
External Services	6,874	6,784	91	10,176	-	10,176	3,301	68%	10,436	261
Legal Costs	243	459	216	688	-	688	445	35%	703	15
General expenses	11,097	10,841	257	15,872	-	15,872	4,775	70%	15,543	329
Grants and donations	2,694	1,739	955	2,609	-	2,609	85	103%	2,609	-
Rate remissions	2,561	1,827	734	2,155	-	2,155	406	119%	2,155	-
Allocations (direct and indirect)	-	0	0	0	-	0	0	0%	0	-
Interest costs	4,178	4,520	342	6,780	-	6,780	2,602	62%	6,780	-
Sub total	90,192	107,321	17,129	138,449	-	138,449	48,257	65%	139,358	909
Depreciation and other asset costs	34,201	35,740	1,540	53,611	-	53,611	19,410	64%	53,611	-
Gain/Loss on Disposal	3,135	-	3,135	-	-	-	3,135	100%	-	-
Total Operational Expenditure	127,528	143,061	15,534	192,059	-	192,059	64,532	66%	192,968	909
Net Operating Deficit	13,207	20,875	7,667	16,386	8,975	25,362	38,569		38,078	12,716

Statement of Capital Performance

for the period ending Feb 2025 (Pd8)

	Year To Date (\$000's)			Full Year (\$000's)						
	YTD Actual	Total Budget	Variance	LTP Budget	Budget Brought Forward	Total Annual Budget	Actual vs Budget Variance	Actual vs Budget %	Total Annual Forecast	Forecast vs Budget Variance
District Facilities	6,791	6,056 -	735	11,612	10,929	22,541	15,750	30%	22,765	224
Environmental Management	129	- -	129	160	-	160	31	80%	171	11
Roading and Footpaths	17,353	18,948	1,595	44,358	11,519	55,877	38,524	31%	88,693	32,816
Wastewater	7,950	5,170 -	2,780	32,057	13,388	45,446	37,495	17%	39,368	6,077
Stormwater	386	925	539	11,394	2,387	13,781	13,395	3%	13,781	-
Solid Waste Management	216	61 -	154	1,156	128	1,285	1,069	17%	1,323	39
Water Supply	3,029	2,543 -	486	25,494	4,695	30,189	27,160	10%	14,054	16,135
Corporate Services	8,673	302 -	8,372	9,389	1,496	10,885	2,212	80%	10,885	-
Strategic Relationships	-	-	-	-	-	-	-	0%	-	-
Planning & Policy	-	-	-	-	-	-	-	0%	-	-
Drainage	124	153	29	-	153	153	29	81%	153	-
Community & Engagement	796	252 -	544	7,252	1,173	8,425	7,630	9%	8,425	-
Cycle Trail	1,226	- -	1,226	4,000	-	4,000	2,774	31%	4,000	-
Total Capital Expenditure	46,673	34,410 -	12,263	146,873	45,870	192,743	146,069	24%	203,619	10,877

Analysis of Controllable Income and Expenditure by LTP Group

Income	Year To Date (\$000's)			Full Year (\$000's)						
	YTD Actual	Total Budget	Variance	LTP Budget	Budget Brought Forward	Total Annual Budget	Actual vs Budget Variance	Actual vs Budget %	Total Annual Forecast	Forecast vs Budget Variance
District Facilities	1,884	1,233 -	651	1,541	206	1,747 -	137	-108%	1,747	-
Environmental Management	5,408	5,529	121	8,086	-	8,086	2,678	-67%	8,086	-
Roading and Footpaths	20,397	23,921	3,525	49,137	6,028	55,166	34,769	-37%	83,933	28,767
Wastewater	430	543	114	1,940	1,791	3,731	3,301	-12%	3,671	60
Stormwater	79	-	79	-	-	-	79	-100%	-	-
Solid Waste Management	1,731	2,136	405	3,204	-	3,204	1,473	-54%	3,204	-
Water Supply	7,514	7,284 -	230	25,211	942	26,153	18,639	-29%	11,070	15,082
Corporate Services	1,952	1,137 -	815	1,699	9	1,708 -	244	-114%	1,708	-
Strategic Relationships	6	167	161	250	-	250	244	-2%	250	-
Planning & Policy	220	7 -	213	10	-	10 -	210	-2200%	10	-
Drainage	-	-	-	-	-	-	-	0%	-	-
Community & Engagement	384	235 -	149	361	-	361 -	23	-106%	361	-
Cycle Trail	49	-	49	-	-	-	49	-100%	-	-
Total Operating Income	40,053	42,192	2,139	91,439	8,975	100,414	60,361	40%	114,039	13,625

Operational Expenditure	Year To Date (\$000's)			Full Year (\$000's)						
	YTD Actual	Total Budget	Variance	LTP Budget	Budget Brought Forward	Total Annual Budget	Actual vs Budget Variance	Actual vs Budget %	Total Annual Forecast	Forecast vs Budget Variance
District Facilities	9,011	8,848 -	163	13,265	-	13,265	4,254	68%	13,424	159
Environmental Management	8,216	8,518	302	12,979	-	12,979	4,762	63%	13,077	98
Roading and Footpaths	17,507	33,762	16,255	27,948	-	27,948	10,441	63%	28,513	565
Wastewater	9,981	10,022	41	15,037	-	15,037	5,056	66%	15,018	19
Stormwater	488	640	151	964	-	964	475	51%	964	-
Solid Waste Management	4,342	3,868 -	473	5,834	-	5,834	1,492	74%	5,834	-
Water Supply	7,462	6,489 -	973	9,770	-	9,770	2,308	76%	9,751	19
Corporate Services	16,448	16,354 -	94	24,192	-	24,192	7,744	68%	24,267	75
Strategic Relationships	3,616	4,576	960	6,916	-	6,916	3,300	52%	6,916	-
Planning & Policy	3,802	4,731	929	7,160	-	7,160	3,358	53%	7,210	50
Drainage	144	150	6	225	-	225	82	64%	225	-
Community & Engagement	4,443	4,249 -	194	6,487	-	6,487	2,044	68%	6,487	-
Cycle Trail	555	595	40	893	-	893	338	62%	893	-
Total Direct Costs	86,014	102,801	16,787	131,669	-	131,669	45,655	65%	132,577	909

Capital Spend Analysis

as at 28-Feb-2025

	YTD (\$000's)		Full Year (\$000's)							
LTP Group	YTD Actual	Commitments	LTP Budget	Carry Forward Budget	Total Annual Budget	Actual vs Budget %	Total Annual Forecast	Actual vs Forecast %	Forecast vs Budget %	Forecast vs Budget Variance
District Facilities	6,361	2,242	9,718	7,317	17,035	37.3%	17,339	36.7%	102%	304
Wastewater	7,710	6,682	29,457	13,388	42,846	18.0%	36,768	21.0%	86%	(6,077)
Water Supply	2,614	2,307	20,393	3,298	23,691	11.0%	9,756	26.8%	41%	(13,935)
Stormwater	502	2,553	9,455	2,540	11,995	4.2%	11,995	4.2%	100%	0
Solid Waste	216	44	1,156	128	1,285	16.8%	1,323	16.3%	103%	39
Project Delivery Team Subtotal	17,402	13,827	70,179	26,673	96,852	18.0%	77,182	22.5%	80%	(19,670)
Roading & Footpaths	18,561	23,040	45,358	11,519	56,877	32.6%	89,693	20.7%	158%	32,816
IAM Total	35,963	36,867	115,538	38,191	153,729	23.4%	166,875	21.6%	109%	13,146
Environmental Management	115	9	160	0	160	72.0%	147	78.5%	92%	(13)
Governance & Strategic Administration	998	224	1,528	1,496	3,024	33.0%	3,024	33.0%	100%	0
Customer Services	796	560	7,254	1,173	8,427	9.4%	8,427	9.4%	100%	0
Strategic Planning	0	0	0	0	0	0.0%	0	0.0%	0%	0
Other Total	1,909	793	8,942	2,669	11,612	16.4%	11,598	16.5%	100%	(13)
Sub Total	37,872	37,660	124,480	40,861	165,340	22.9%	178,473	21.2%	108%	13,133
DIA Projects										
Water Supply	119	806	0	1,397	1,397	8.5%	1,397	8.5%	100%	0
Wastewater	0	0	0	0	0	0.0%	0	0.0%	0%	0
Stormwater	0	0	0	0	0	0.0%	0	0.0%	0%	0
Total DIA Projects	119	806	0	1,397	1,397	8.5%	1,397	8.5%	100%	0
E SEO Projects										
District Facilities	436	259	1,619	3,612	5,231	8.3%	5,171	8.4%	99%	(60)
Environmental Management	13	9	0	0	0	0.0%	24	56.7%	0%	24
Roading & Footpaths	18	0	0	0	0	0.0%	0	0.0%	0%	0
Total E SEO Projects	467	268	1,619	3,612	5,231	8.9%	5,194	9.0%	99%	(36)
Total	38,458	38,734	126,099	45,870	171,968	22.4%	185,065	20.8%	108%	13,097

Comments

The 'Total Annual Forecast' is what is expected to be spent by 30 June 2025.

The above completion % are based solely on the actual spend to 28-Feb-2025.

Capital spend Analysis by %

The picture below indicates the position if the commitments that are still to be completed are included in the calculations.

as at 28-Feb-2025

	Actual + commitments against total forecast budget
LTP Group	YTD Actual (%)
District Facilities	49.6%
Wastewater	39.1%
Water Supply	50.4%
Stormwater	25.5%
Solid Waste	19.6%
Project Delivery Team Subtotal	40.5%
Roading & Footpaths	46.4%
IAM Total	43.6%
Environmental Management	84.5%
Governance & Strategic Administration	40.4%
Customer Services	16.1%
Strategic Planning	0.0%
Other Total	23.3%
Sub Total	42.3%
DIA Projects	
Water Supply	66.2%
Wastewater	0.0%
Stormwater	0.0%
Total DIA Projects	66.2%
ESEO Projects	
District Facilities	13.4%
Environmental Management	94.4%

5.2 HEALTH, SAFETY AND WELLBEING REPORT

File Number: A5116458

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 an overview of key activities related to Health Safety and Wellbeing across the organisation for January – February 2025.

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, safety, and well-being should an incident occur.

The report provides an update on critical risk mitigation, 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 report.

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 of January and February 2025, highlights the FNDC's ongoing efforts in health, safety, and well-being. It aims to provide the 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 231 staff around critical risks.
- No lost time injuries (LTIs) due to work injuries.

Hazard and Risk Management

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

Table 1 shows the various ways the HSW team has proactively collaborated with staff regarding managing critical risks during January and February 2025. 231 staff were engaged through audits, workshops, team talks, and training.

Table 1 – HSW Engagement

Date	Topic	Team	Attendees	Description
20/01/2025	HSW inductions		11	Staff training
20/01/2025	HSW inductions	All staff	12	Staff training
22/01/2025	JSA - Psychosocial Hazards introduction*	Kerikeri JBC/Teams	75	Staff engagement
26/01/2025	First Aid Refresher (public event)	Property & Contract Officer	1	Staff training
28/01/2025	JSA - Psychosocial Hazards introduction	Kaikohe HQ/Teams	40	Staff engagement
1/02/2025	Aotearoa Bike Challenge	All Staff		Wellbeing initiative
3/02/2025	HSW role profile review	I - Infrastructure Leaders group	5	Staff engagement
3/02/2025	HSW inductions	All staff	3	Staff training
4/02/2025	JSA - Psychosocial Hazards introduction	Kerikeri JBC/Teams	50	Staff engagement
12/02/2025	JSA - Psychosocial Hazards introduction	Kaitaia Te Ahu Centre/Teams	47	Staff engagement
13/02/2025	HSW role profile review	D&O - Monitoring Team	10	Staff engagement
17/02/2025	HSW inductions	All staff	3	Staff training

18/02/2025	Northland Industry Principals H&S forum	HSW team	1	HSW CPD
20/02/2025	HSW role profile review	D&O - Library & Services programmes	1	Staff engagement
25/02/2025	NZISM - Northland Branch ACC presentation	HSW team	1	HSW CPD
26/02/2025	Masterclass in Managing Psychosocial Risk Pt 2	HSW	2	Staff training
27/02/2025	HSW role profile review	D&O - Manager - Quality	1	Staff engagement

Job Safety Analysis (JSA) - Psychosocial Hazards Introduction

Job safety analysis of psychosocial hazards. The HSW team have been running a project since last year to analyse and assess the psychosocial hazards associated with working at FNDC. The project had the following stages:

1. Assessment by the HSW team of the current controls and support mechanisms in place to address psychosocial hazards at FNDC.
2. Four workshops titled 'Are we doing enough?' delivered across the organisation where staff were introduced to the concept of psychosocial hazards and the current controls and mechanisms in place (102 staff attended in total).
3. Analysis of the data obtained through the workshops.
4. Attendance of two externally delivered psychosocial hazard training sessions by the HSW team.
5. Production of a psychosocial hazards job safety analysis document (see attachment).
6. Engagement with all staff to introduce the new JSA and collect any commentary (212 staff attended over four sessions).

This project is now complete and will be reviewed in two years' time. The next projects planned by the HSW team are assessment and analysis of lone working, and contractor management. These will commence and be completed in Q4 2025.

HSW incidents

Figure 1 – PeopleSafe stories reported during January and February 2025

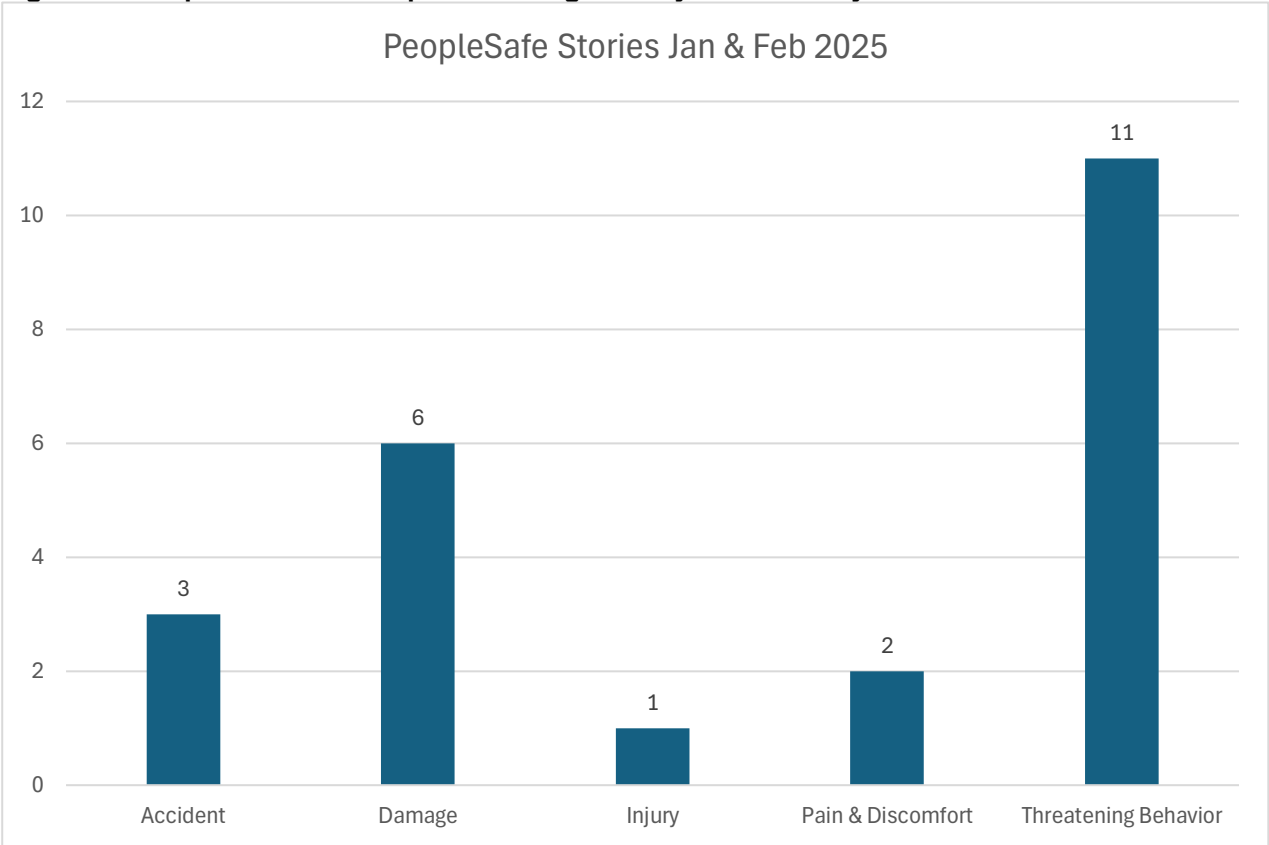


Table 2 - Story type and location of incident reported into PeopleSafe for January and February 2025.

WHEN DID IT HAPPEN?	STORY TYPE	WHERE
3/01/2025	THREATENING BEHAVIOUR	LIBRARY TE AHU
6/01/2025	DAMAGE	OFF SITE (MONITORING-COMPLIANCE-INSPECTION)
10/01/2025	ACCIDENT	LIBRARY TE AHU
14/01/2025	THREATENING BEHAVIOUR	LIBRARY KAIKOHE
17/01/2025	ACCIDENT	WARD KAIKOHE-HOKIANGA
20/01/2025	INJURY	WARD TE HIKU
28/01/2025	THREATENING BEHAVIOUR	SERVICE CENTRE - KAWAKAWA
4/02/2025	THREATENING BEHAVIOUR	OFF SITE (MONITORING-COMPLIANCE-INSPECTION)
5/02/2025	THREATENING BEHAVIOUR	CAR PARK - JOHN BUTLER CENTRE
7/02/2025	THREATENING BEHAVIOUR	LIBRARY KAIKOHE
10/02/2025	THREATENING BEHAVIOUR	LIBRARY KAIKOHE
12/02/2025	ACCIDENT	WARD KAIKOHE-HOKIANGA
12/02/2025	DAMAGE	CAR PARK - JOHN BUTLER CENTRE
13/02/2025	THREATENING BEHAVIOUR	SERVICE CENTRE - KAWAKAWA
13/02/2025	PAIN & DISCOMFORT	SERVICE CENTRE - KAWAKAWA
13/02/2025	DAMAGE	SERVICE CENTRE - KAIKOHE
18/02/2025	PAIN & DISCOMFORT	KAIKOHE - MEMORIAL HALL
19/02/2025	DAMAGE	WARD TE HIKU
19/02/2025	DAMAGE	SERVICE CENTRE - JOHN BUTLER CENTRE
20/02/2025	THREATENING BEHAVIOUR	OFF SITE (MONITORING-COMPLIANCE-INSPECTION)
24/02/2025	THREATENING BEHAVIOUR	DIGITAL COMMUNICATION
26/02/2025	THREATENING BEHAVIOUR	SERVICE CENTRE - KAWAKAWA
26/02/2025	DAMAGE	VENTIA MAINTAINED FNDC ASSET

PeopleSafe

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. 23 HSW incidents were entered into PeopleSafe during January and February 2025, up from 16 incidents reported during November and December 2024.

Staff warning flags

No staff warning flags (SWFs) were raised by staff during January and February 2025 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 because of abusive, violent, or dangerous behaviour by the occupant of the address. Other hazards, such as dangerous dogs, may be listed.

Health Safety and Wellbeing of Elected Members when undertaking Council business

It is recognised that elected members in their governance role are asked to attend meetings with residents/ratepayers/general public and sometimes at private residences. It is strongly recommended that elected members contact appropriate council staff or the HSW team, to confirm whether or not there are SWFs either on the person/people or address before accepting meetings.

Elected members can have any stories relating to injuries, incidents, or accidents (including near misses, risks, hazards, etc.) they are aware of, logged in PeopleSafe by contacting Democracy Services who will input information on their behalf.

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

There are no financial implications.

ĀPITIHINGA / ATTACHMENTS

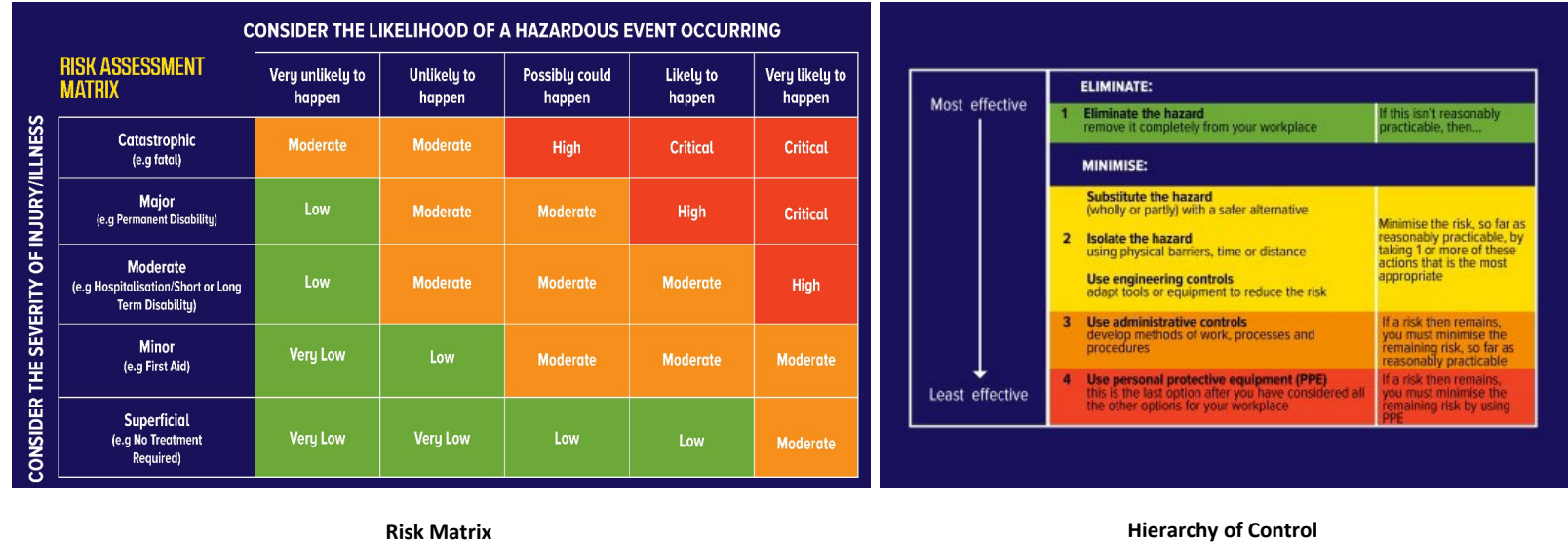
1. JSA - Psychosocial hazards - A5116466 [↓](#) 

JSA – Psychosocial Hazards



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

Overview:
The workplace psychosocial impacts encompass a range of factors that influence employee mental health, job satisfaction, and overall wellbeing. These impacts often stem from unclear role expectations, demanding workloads, exposure to hazardous conditions, and inadequate support systems. Employees may face high emotional demands, experience isolation, or encounter workplace bullying, all of which can elevate stress levels which is unproductive. Effective risk management involves encouraging open communication, providing clarity on roles and expectations, implementing supportive policies, and ensuring a healthy work-life balance. By addressing these psychosocial factors through targeted interventions and support structures, reducing risks, promoting resilience, and enhancing both individual and collective wellbeing.



JSA – Psychosocial Hazards



PROCESS STEPS		POTENTIAL RISKS ASSOCIATED WITH HAZARD	RISK SCORE	RISK CONTROL MEASURES	RISK SCORE
List the tasks required to perform the activity		Against each task list the hazards that could cause injury when the task is performed	No controls	List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard - Use the Hierarchy of Controls table when applying control measures.	With controls
Task Factor	Nature of Work <i>Perceptions of role and expectations, job factors, dangerous work tasks or conditions, and emotional demands.</i>	<ul style="list-style-type: none"> High emotional demands Poor role clarity and autonomy Exposure to hazardous conditions Workloads discouraging breaks or flexibility 	High	<ul style="list-style-type: none"> Provide role clarity through job descriptions and expectations. Support autonomy by contributing via mid and end of year reviews to plan key success factors. Ensure hazardous tasks comply with health and safety standards. Promote regular breaks to reduce fatigue. 	Low
	Workload <i>Perception of job demands relating to pace, amount of work, working schedule and resources.</i>	<ul style="list-style-type: none"> Unreasonable deadlines Insufficient resources Pressure from absent team members 	High	<ul style="list-style-type: none"> Introduce workload management tools. Allocate resources effectively to meet demands. Provide flexibility in timelines where feasible. Encourage open communication regarding workload issues. 	Low
	Work Environment <i>The environment that employees spend their working day in – both physical and psychological.</i>	<ul style="list-style-type: none"> Bullying, harassment, or coarseness 	High	<ul style="list-style-type: none"> Establish a zero-tolerance policy for bullying. Regularly review and improve physical working conditions. 	Low

JSA – Psychosocial Hazards



		<ul style="list-style-type: none"> Harmful physical conditions (e.g., noise, pollution) Isolation of remote workers 		<ul style="list-style-type: none"> Provide support structures for remote workers, such as virtual team-building activities and regular check-ins. 	
Social factors	Leadership <i>The ability of leaders to coach, guide, empower and support their people.</i>	<ul style="list-style-type: none"> Management competence 	High	<ul style="list-style-type: none"> Provide leadership training in emotional intelligence and wellbeing coaching. Implement fair and transparent recognition and reward systems. Regularly survey employees. 	Low
	Social Support <i>The availability, perception and actual provision of assistance by a supervisor, peer or group of people.</i>	<ul style="list-style-type: none"> Isolation and lack of peer support Reluctance to raise concerns or accountability 	High	<ul style="list-style-type: none"> Support psychological safety through team-building activities. Implement a buddy system for new employees. Encourage regular check-ins with management to address concerns. 	Low
	Support for Wellbeing <i>The degree to which leaders, peers and employees proactively promote workplace wellbeing.</i>	<ul style="list-style-type: none"> Productivity prioritised over wellbeing Lack of rest breaks Inadequate work-life balance 	High	<ul style="list-style-type: none"> Promote work-life balance through flexible working arrangements. Apply regular breaks during the workday. Recognise and reward efforts to encourage a wellbeing-focused culture. 	Low
	Policy and Practices <i>The activities conducted and structures in place that support and promote positive wellbeing and mental health.</i>	<ul style="list-style-type: none"> Lack of psychosocial risk management 	High	<ul style="list-style-type: none"> Develop and implement wellbeing policies 	Low

JSA – Psychosocial Hazards



Organisational Factors		<ul style="list-style-type: none"> No formal wellbeing policies 		<ul style="list-style-type: none"> Train leaders to identify and mitigate psychosocial risks. Establish dedicated wellbeing advocates. 	
	Change Consultation <i>Perceptions regarding the pace and impact of change implemented and involvement in change processes.</i>	<ul style="list-style-type: none"> Lack of communication and planning Inadequate employee involvement in change processes 	High	<ul style="list-style-type: none"> Create a clear change management framework. Involve employees early in the consultation process. Provide regular updates on changes and timelines. Provide access to Wellbeing Advocates, Health, Safety and Wellbeing representatives to schedule regular check-ins. Provide access to external confidential support resource – Employee Assistance Program (EAP). 	Low
Individual Factors	Individual Wellbeing and Resilience <i>Personal traits and skills that contribute to individual wellbeing and resilience.</i>	<ul style="list-style-type: none"> Increased signs of stress and disengagement Changes in behaviour or work patterns 	Moderate	<ul style="list-style-type: none"> Provide resilience training programs. Provide access to external confidential support resource – Employee Assistance Program (EAP) Encourage open dialogue about mental health in team settings. 	Low
	Job Satisfaction <i>Perceptions of contentment and positive feelings towards work and its various aspects.</i>	<ul style="list-style-type: none"> Poor work-life balance Lack of recognition or career development opportunities 	High	<ul style="list-style-type: none"> Implement structured feedback and recognition systems. Provide access to career and skill development programs. Conduct regular engagement surveys to address satisfaction gaps. 	Low

JSA – Psychosocial Hazards



	Healthy Habits <i>Regular repetitive actions and behaviours that support and promote individual wellbeing and mental health.</i>	<ul style="list-style-type: none"> Poor nutrition, lack of exercise, reliance on caffeine or alcohol 	Moderate	<ul style="list-style-type: none"> Provide access to onsite or subsidised gym memberships. Introduce wellness initiatives, such as lunchtime walks. Promote healthy food options in staff areas. Onsite counselling services. 	Low
	Non-Work Stressors <i>Factors outside work that influence individual wellbeing and mental health and may drive psychological distress.</i>	<ul style="list-style-type: none"> Financial, family, or caregiving pressures Rigid schedules that don't accommodate personal responsibilities 	Moderate	<ul style="list-style-type: none"> Offer flexible working arrangements. Provide access to financial counselling services. Create supportive leave policies to accommodate family and caregiving needs. 	Low

PROC.C.6.1.2.003		Job / Process / Task Description: Psychosocial hazards				
Site / Location:		All	Department:	All	Assessment Date:	27.08.24 - 12.02.25
Names – Assessment Team:		Katherine Te Haara-Atama & all staff				
JSA reviewed by:	Name:	Ian Wilson	Date of Review:	27.02.25	Date Next Review:	27.02.27
	Position:	HSW Manager				
	Signature:					
ISO 45001 Clause 6 Planning PROC.C.6.1.2.003			Revision	01	Effective Date	27.02.25

5.3 FNHL QUARTERLY REPORT - DECEMBER 2024

File Number: A5117714

Author: Elbie Serfontein, Executive Assistant to General Manager

Authoriser: Charlie Billington, Group Manager - Corporate Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

Present Far North Holdings Limited's (FNHL) December 2024 quarterly report.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

To provide FNHL's December 2024 quarterly report, issued in accordance with Part 5, Section 67 of the Local Government Act.

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro - Assurance, Risk and Finance Committee receive FNHL Quarterly Report - December 2024.

TĀHUHU KŌRERO / BACKGROUND

In accordance with Part 5, Section 67 of the Local Government Act 2002 and FNHL Statement of Intent, FNHL submit a quarterly report to Council on the activities of the Group - Far North Holdings Limited, Bay of Islands Marina Limited, Far North Housing Limited and Northern Housing Limited.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The purpose of this quarterly report is for the Board to provide Council with:

- An update on key achievements and activities during the quarter.
- Quarterly performance and progress against key SOI targets.
- Unaudited financial results for the quarter.
- Health & Safety reporting as required by the SOI.

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

There are no financial implications for this update report.

ĀPITIHINGA / ATTACHMENTS

1. FNHL Report to Shareholder Issued Feb 2025 (quarter ending Dec 2024) - A5118323 [↓](#)





FNDC

Quarterly Report to Shareholder

Issued in accordance with Section 66 of the Local Government Act 2002

February 2025

Contents

1. Purpose
2. Quarterly Overview
3. Performance against Key SOI Targets
4. Financial Performance
5. Health & Safety Report

QUARTERLY REPORT

Purpose

In accordance with Section 67 of the Local Government Act 2002 and Far North Holdings Limited Statement of Intent for the three years to June 2027, we submit the report on the activities of Far North Holdings Limited, Bay of Islands Marina Limited and Far North Housing Limited and Northern Housing Limited (the Group) for the six months from 1 July 2024 to 31 December 2024.

The purpose of this quarterly report is for the Board to provide our shareholder with:

- an update on key achievements and activities during the quarter;
- quarterly performance and progress against key SOI targets;
- unaudited financial results for the quarter; and
- Health & Safety reporting.

QUARTERLY REPORT

Business Overview

The Group generated an operating profit of \$2.0m for the six months ended 31 December 2024 that includes a gain on sale of investment properties, compared to a budget of \$0.9m. An estimated revaluation gain of \$10.9m was also recognised on completion of the Dargaville housing project in December resulting in a net profit of \$12.9m for the six months. The result is around \$0.8m ahead of the same time last year, after normalising for property sales and revaluations. This improvement in profitability is attributable to a number of factors including rental from the completion of the Corrections facility and the Te Kohekohe community housing development and improved BOI airport revenues aided by our new parking management system. Local Government Funding agency funding was in place for the second quarter and this along with the reduction in market interest rates is contributing to the improved profitability.

The Board has continued work on strategic planning and will provide a draft Statement of Intent to Council before the end of February that aligns with the strategic planning outcomes. The strategy signals an intention to grow FNHL's development activity across several sectors.

BOI Airport successfully completed its CAA Part 139 recertification audit receiving renewal for another 5 years, securing a key licence to operate. This alongside the Q1 achievements of the Bay of Islands Marina level 3 re-certification within the Clean Marina Programme and the NZMOA Boatyard of the Year award provide external support that we are managing our key operational areas effectively.

Construction of 46 one, two and three-bedroom units in Dargaville was completed in December and tenancing of these properties has now begun. The project was completed on time and on budget with the sale of part of the development to Kāhui Tū Kaha Limited to complete before the end of the financial year. An estimated revaluation gain on the portion that will continue in FNHL Group ownership was recognised in December. The Group continues to progress further opportunities to contribute towards Northland's housing needs, and to assess our current housing portfolio and ownership. Construction on the next Housing project is expected to commence before the end of the financial year.

BOI airports new operator, Barrier Air, is performing well. Air NZ have temporarily reduced weekly flights Q1-Q3 calendar year 2025, this will impact on revenues. New parking management systems are now operating at BOI airport and the Williams Road, Paihia carpark. These systems are now embedded, and revenue is in line with expectations.

QUARTERLY REPORT

SOI FY25 Key Targets

Strategic Focus - Financial "Achieve sustainable commercial returns"			
Objective	FY25 Target	Progress	Comment
Create value for ratepayers by increasing shareholders funds	Grow shareholders funds	●	Profit forecasts and projected uplift to asset values are expected to support this target
Ratio of consolidated shareholder funds (defined as total equity) to total assets	Must exceed 50%	●	The December '24 ratio was 52%
Effective financial management to deliver profitability	Operating profit >\$2.0 million	●	On track to achieve the \$2m full year operating profit
Return profit to FNDC by way of dividend, in line with dividend policy, excluding any agreed special dividend	Dividend payable > \$1 million Special dividend \$5 million	●	On track to deliver target dividend

Notes:

1. Operating profit = profit prior to revaluations
2. Dividend policy = 50% of operating profit.
3. Targets include consolidated group results, incorporating Far North Holdings Limited and wholly owned subsidiaries, Bay of Islands Marina Limited and Far North Housing Limited.

QUARTERLY REPORT

SOI FY25 Key Targets **cont.**

Strategic Focus - People "Be a good employer"			
Objective	FY25 Target	Progress	Comment
To make safety our priority to ensure health, safety and wellbeing of all employees and contractors in the Group	Put in place Health Safety & Wellbeing Objectives	●	Current objectives developed and in place
Comply with our living wage policy for all permanent employees	Achieved	●	All permanent employees receive living wage
Strategic Focus - Sustainability "Undertake sustainable investment and management for the benefit of future generations"			
Objective	FY25 Target	Progress	Comment
Commit to tangible action to measure climate impact and target reductions based on best practice	Scope requirements for measuring carbon footprint across Far North Holdings and its subsidiaries	●	Planned for Q4
Achieve and maintain Clean Marina certification	Achieved	●	Level 3 certification maintained
Strategic Focus - Community "Create economic and housing opportunities, with improving engagement and communication"			
Objective	FY25 Target	Progress	Comment
Encourage positive relationships with the community by having transparent engagement policies and monitoring key stakeholder perceptions	Stakeholder perceptions survey	●	To complete before year-end
Ngawha Park developed to grow economic and employment opportunities in the Far North	5 businesses based at the Park or incubated within the Innovation Centre	●	On track to achieve
Identify opportunities to deliver social housing to meet local needs in partnership with Community Housing Providers (CHP's)	Develop at least 50 housing units	●	The Dargaville community housing project has provided 46 housing units and Te Kohekohe stage four provided 13 housing units
Civil Aviation Authority Certification maintained for the BOI Airport to support regional tourism and business visitors	Achieved	●	Re-certification achieved in December 2024

Finance Report

Unaudited group results including Far North Holdings Limited and wholly owned subsidiaries Bay of Islands Marina Limited and Far North Housing Limited

Six Months to 31 December 2024

FINANCE REPORT

Statement of Financial Performance

Group Statement of Financial Performance 31 December 2024 \$000	Year-to-date			Last YTD Actual
	Actual	Budget	Variance	
Income	12,855	10,213	2,643	12,198
Operating Expenses	8,879	7,156	(1,723)	7,367
Depreciation	446	559	113	535
EBIT	3,530	2,498	1,032	4,296
Interest	1,486	1,557	71	1,406
Profit before revaluations	2,044	940	1,103	2,889
Revaluations	10,924	10,924	-	-
Net profit before tax	12,968	11,865	1,103	2,889

SOI Operating Profit	2,044	940	1,103	2,889
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- **Income** – Income is ahead of budget due to activity on properties developed for sale being grossed up to show revenue and expenses in line with our FY24 financial statements. Operating revenue is ahead of budget in all areas of the business except for Housing, due to timing on completion of the turnkey portion of the Dargaville community housing project.
- **Operating expenses** – The main variance against budget is due to the gross up of development costs, as outlined above. Spend in some areas, such as R&M has been front loaded and will be monitored over the coming months to align with the full year budget.
- **Revaluations** - The estimated revaluation uplift on the portion Dargaville community housing project that will be owned by FNHL Group has been recognised on completion of this project.
- **Comparison to last year** – FY25 is tracking well ahead of last year when normalised for property sales of \$1.3m year-to-date and \$2.9m last year.

Statement of Financial Position

FINANCE REPORT

Statement of Financial Position As at 31 December 2024 \$000		
	Dec-24 Actual	Jun-24 Actual
Equity		
Share Capital	18,000	18,000
Reserves	13,499	13,498
Retained Earnings	79,193	66,223
	110,692	97,721
Current Assets		
Cash and cash equivalents	4,407	935
Trade receivables & prepayments	2,147	2,600
Inventory	8,905	7,207
Contract assets	446	240
Properties intended for sale	3,078	6,663
	18,984	17,646
Non Current Assets		
Intangible assets	108	103
Biological assets	219	219
Property, plant & equipment	31,355	31,038
Investment properties	146,010	130,306
Investments in equity accounted associates	14,168	13,835
Other investments - term	1,006	1,006
LGFA borrowers notes	789	-
	193,655	176,507
TOTAL ASSETS	212,639	194,153
Current Liabilities		
Current Loans and bank overdraft	0	47,034
Payables, accruals and income in advance	7,449	12,309
	7,449	59,343
Non Current Liabilities		
Loans	69,514	12,443
Deferred tax liability	6,609	6,609
Income in advance	18,375	18,037
	94,498	37,089
TOTAL LIABILITIES	101,947	96,432
	110,692	97,721

- **Inventory** – includes costs associated with properties being developed for sale.
- **Contract assets** – this relates to properties being developed for third parties.
- **Properties intended for sale** - two properties have been sold during FY25; one that was previously part of the honey business and Omapere Copthorne site.
- **Investment properties** – includes the revaluation gain recognised on completion of the Dargaville community housing project.
- **LGFA borrower notes** - LGFA borrower notes are held for loans from LGFA with an initial term over one year.
- **Loans** – all LGFA borrowings have been shown as term liabilities because we are able to renew these under the evergreen nature of the facility.

H&S Report

Q2 2024/25

H&S QUARTERLY REPORT

Health & Safety: Q2 2024/25 Report

FNHL has in place current health and safety policies and procedures to ensure the company meets its commitments to the health, safety and welfare of its employees, customers, visitors, and contractors. We strive for excellence in health and safety management, therefore, achieving operational effectiveness and business sustainability.

Ensuring a strong health and safety culture is a key part of our business strategy. The FNHL team expect open and honest involvement and commitment to achieve a safe and healthy working environment that supports the wellbeing of our employees, customers, visitors, and contractors.

FNHL has embarked on a health, safety, and wellbeing continuous improvement programme where goals and objectives are set and measured. Our 2024/25 programme continues to track within schedule. Our “Objectives” have been set to align with ISO45001 requirements. Key programme actions/deliverables in Q2 2024/25 have been:

- HSW policies and procedures annual reviews completed. Updated documents distributed to all staff and are readily available to them.
- HSW Audits programmed for Q2 completed and actioned.
- H&S risk registers across the business reviewed in Q2 with updates to be finalised Q3.
- HSW data management software tools in use across the business and supported by staff training.
- Specialist external HSW resources are in place to provide expertise and capacity.
- BOI Airport successfully completed its CAA Part 139 recertification audit receiving renewal for another 5 years.
- BOI Airports 2 x new fire appliances are nearing completion, due for delivery and commissioning Q3.

5.4 REVENUE RECOVERY REPORT AS AT 31 DECEMBER 2024

File Number: A5076088

Author: Zena Tango, Team Leader - Transaction Services

Authoriser: Charlie Billington, Group Manager - Corporate Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to provide quarterly reporting to the Far North District Council Assurance, Risk, and Finance Committee.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

This is the second report for the financial year 2024-25 and provides information on actions to be taken to collect the arrears balances for rates, water and sundry debt this year, and to provide information on how collection is tracking against targets.

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro - Assurance, Risk and Finance Committee receive the report Revenue Recovery Report as at 31 December 2024.

TĀHUHU KŌRERO / BACKGROUND

This document has been prepared to outline the arrears balances for rates, water, and Sundry debt as of 31 December 2024 and the actions taken by the Revenue Recovery team for the collection of the General Title rates and water, and sundry debt.

This information is part of the standing items reported to the Committee on a regular basis.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The data provided is for General Title and Māori Freehold Land rates and water accounts with sundry debtors shown in a separate table. General Title rates and General Title Water rates total arrears balance has decreased since the last reporting period. Please note we are still observing the continued impact of last year's cost-of-living increase into this rating year. As prices for essential goods and services such as housing, food and fuel are still increasing this is creating a challenging economic environment for many households. (See footnote A.1 in attachments)

General Title Rates and Water Debt

Key actions since the last report:

- The Revenue recovery team have been proactively calling ratepayers after Rating instalment 1 2024-2025.
- Pre-called 500 properties that have a Mortgage to set up a payment plan before Mortgage demand process is initiated.
- Mortgage demand process initiated for 3 financial institutions.
- Mortgage final demand for 1 financial institution has been issued and payment received.
- High Court application lodged for Rating Sale.

Next actions:

- Complete reporting for remaining properties with mortgages and commence pre-mortgage demand calling.
- Prepare and issue mortgage demand to the final major financial institutions after 01 March 2025 once pre-mortgage demand has been completed.
- Initiate abandoned land process with external Law firm.

- Engage resources within the Revenue Recovery team for collection of outstanding debt for rates and sundry debtors.

For the total number of General Title rates accounts marked as 'Debt recovery action to commence':

- These are properties where there is no mortgage, and we do not have a payment arrangement or direct debit set up on the account.
- 41% of properties only have last year's rates in arrears and 18% have 2 years of arrears. Revenue Recovery will be contacting these owners by phone, email, or letter. Any water arrears will be picked up at the same time.
- 12% of these accounts have arrears of 3 or more rating years. Debt management will start the final demand process for these which can result in referral to Council's legal services team or external to commence legal proceedings.

Māori Freehold Land Rates and Water Debt

The rates debt has decreased by since the start of the year of which 11% was for Māori Freehold land remissions. The water rates have decreased since the start of the year. (See footnote A.2 in attachments)

The Whenua Māori Working Group have been working on the following:

Property Reviews

A total arrears balance of \$505,947 has been written off Far North District Council rates since the start of the Whenua Māori Working Group

Since the last report the total CE write-offs completed this rating year is \$283,351.

Marae Visits

The marae hui kicked off Saturday 23 November at Waipuna Marae followed by Ōtiria Marae 16 December. The consensus received was welcoming and provided Council staff with valuable feedback from constituents. Feedback was also provided by Elected Members that attended these hui.

The bookings for the next marae hui are:

Day	Date	Marae	Time
Friday	14 March	Haititaimarangai Marae, Whatuwhiwhi	3pm – 8pm
Monday	7 April	Roma Marae, Ahipara	10am – 3pm

Council's Communications team have been distributed to external stakeholders and partners via email, and the information has been added to our website and social media channels.

It is proposed that the FNDC Multimedia Strategy & Communications Advisor attend a Marae and make a short film of the day.

Waitangi Day

Participants of the rates relief working group attended the stall that Far North District Council had already secured to advertise the upcoming marae hui. Information on Whenua Māori and the next planned hui at Haititaimarangai Marae.

Sundry debtors debt

The total sundry debtors aged debt balance has increased since the start of the financial year. There have been several significant, diverse sundry invoices raised that have had an impact on reporting. These have now since decreased due to payment being received.

Since the prior report, the building debt has decreased while the debt for resource consents has increased slightly. The revenue recovery team is still collaborating with both teams.


Due to a rise in debt aged 60+ days, Revenue Recovery will provide resources to debt reduction in these areas.

(See footnote A.3 in attachments)

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

Provision is made annually for doubtful debts in relation to the arrears owed to council. A higher provision for Māori Freehold land rates and water is made in comparison to General Title rates and water due to the difference in collection options available to Council.

ĀPITI HANGA / ATTACHMENTS

1. Revenue recovery report 31 Dec attachment - A5076880 [↓](#) 

Footnote A.1 General Title Rates and Water arrears comparison

Current quarter 2024-2025

General Title Rates 2024-2025 31 December 2024							
General Title Rates Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Abandoned Land	92,621	32,445	21,013	17,415	28,134	191,629	40
Payment Arrangement	24,314	16,746	11,339	10,408	14,665	77,472	18
Deceased Rate Payer	92,190	43,255	30,261	24,081	44,499	234,287	51
Mortgage Run 2024-2025	1,611,815	780,261	517,303	452,590	687,344	4,049,312	1,186
Legal Action Commenced (external)	90,756	41,059	31,768	16,963	28,222	208,767	48
Legal Action Commenced (FNDC)	16,249	9,273	6,470	6,199	4,794	42,985	8
Liquidation	5,183	1,999	1,895	1,817	3,634	14,528	2
Direct Debit	320,582	123,794	77,349	54,880	110,248	686,852	167
Debt recovery action to commence	1,983,939	985,233	649,207	522,327	687,744	4,828,449	965
Rates Total	4,237,648	2,034,065	1,346,602	1,106,680	1,609,285	10,334,280	2,485

Previous quarter 2024-2025

General Title Rates 2024-2025 30 September 2024							
General Title Rates Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Abandoned Land	71,802	32,930	19,210	9,546	8,438	141,925	41
Payment Arrangement	60,621	26,484	16,842	13,606	14,858	132,410	30
Deceased Rate Payer	124,315	49,095	27,989	26,907	41,594	269,900	64
Mortgage Run 2024-2025	742,831	286,584	178,664	132,376	185,820	1,526,275	386
Legal Action Commenced (external)	113,930	56,181	32,145	19,463	18,519	240,239	61
Legal Action Commenced (FNDC)	13,608	7,183	7,282	3,323	6,365	37,761	9
Liquidation	5,183	1,999	1,895	1,817	3,634	14,528	2
Direct Debit	354,831	121,581	84,510	60,536	126,010	747,467	167
Debt recovery action to commence	3,522,619	1,556,923	1,003,248	856,986	1,229,185	8,168,962	1,799
Rates Total	5,009,741	2,138,960	1,371,785	1,124,559	1,634,423	11,279,468	2,559

Year on year quarter comparison 2023-2024

General Title Rates 2023-2024 31 December 2023							
General Title Rates Categories	2022-2023	2021-2022	2020-2021	2019-2020	2018+	Total	# accounts
Abandoned Land	70,711	62,904	58,554	59,747	123,263	375,178	42
Payment Arrangement	35,365	15,372	8,634	6,295	8,143	73,809	22
Deceased Rate Payer	122,289	104,383	97,593	110,514	160,793	595,572	70
Mortgage Run 2023-2024	1,581,421	519,579	384,934	285,200	456,836	3,227,969	851
Legal Action Commenced (external)	113,093	98,861	88,105	82,163	263,015	645,237	60
Legal Action Commenced (FNDC)	29,952	29,807	26,695	25,500	52,145	164,099	18
Liquidation	2,183	2,074	1,938	1,966	2,063	10,225	2
Direct Debit	296,066	109,970	70,363	45,134	53,806	575,338	269
Debt recovery action to commence	2,309,200	859,236	634,761	367,738	469,597	4,640,532	1,330
Rates Total	4,560,280.92	1,802,186	1,371,577	984,256	1,589,660	10,307,959	2,664

Current quarter 2024-2025

General Water Arrears 2024-2025 31 December 2024							
General Title Water Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Abandoned Land	-	-	-	-	-	-	-
Payment Arrangement	236	258	188	67	-	749	1
Deceased Rate Payer	2,566	-	-	-	-	2,566	5
Mortgage Run 2024-2025	294,569	48,028	19,319	8,775	34,838	405,530	526
Legal Action Commenced (external)	26,884	1,569	1,536	2,770	2,601	35,360	14
Legal Action Commenced (FNDC)	4,904	577	639	-	-	6,120	1
Liquidation	-	-	-	-	-	-	-
Direct Debit	94,337	31,780	22,956	9,857	25,167	184,097	118
Debt recovery action to commence	267,163	89,499	41,433	39,338	74,204	309	309
Water Total	690,659	171,710	86,071	60,807	136,811	634,730	974

Previous quarter 2024-2025

General Water Arrears 2024-2025 30 September 2024							
General Title Water Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Abandoned Land	-	-	-	-	-	-	-
Payment Arrangement	1,051	724	50	-	-	1,826	1
Deceased Rate Payer	7,251	2,099	502	230	357	10,439	10
Mortgage Run 2024-2025	294,569	48,028	19,319	8,775	34,838	405,530	526
Legal Action Commenced (external)	3,974	1	-	-	-	3,975	8
Legal Action Commenced (FNDC)	2,596	-	-	-	-	2,596	2
Liquidation	-	-	-	-	-	-	-
Direct Debit	129,116	32,194	18,709	13,938	43,387	237,345	157
Debt recovery action to commence	462,704	218,008	109,769	99,907	96,388	986,776	402
Water Total	901,263	301,054	148,350	122,850	174,970	1,648,486	1,106

Year on year quarter comparison 2023-2024

General Water Arrears 2023-2024 31 December 2023							
General Title Water Categories	2022-2023	2021-2022	2020-2021	2019-2020	2018+	Total	# accounts
Abandoned Land	-	-	-	-	-	-	-
Payment Arrangement	3,711	3,302	1,850	2,207	451	11,521	2
Deceased Rate Payer	12,673	8,590	11,689	26,763	33,677	93,393	10
Mortgage Run 2023-2024	235,734	78,257	51,956	41,618	55,047	462,613	311
Legal Action Commenced (external)	6,611	9,548	4,945	4,949	23,966	50,018	9
Legal Action Commenced (FNDC)	5,163	6,268	4,223	4,860	10,775	31,289	4
Liquidation	-	-	-	-	-	-	-
Direct Debit	74,501	13,516	8,399	1,779	3,918	102,113	116
Debt recovery action to commence	1,581,421	519,579	384,934	285,200	456,836	3,227,969	851
Water Total	1,919,813	639,060	467,996	367,377	584,670	3,978,916	1,303

Footnote A.2 Māori Freehold Land Rates and Water

Current quarter 2024-2025

MFL Rates Arrears 2024-2025							
MFL Rates 31 December 2024	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Payment Arrangement	2,982	2,085	1,988	1,930	1,919	10,904	1
Deceased ratepayer	22,403	20,551	17,681	16,955	26,571	104,161	10
Direct debit	314,559	217,021	205,656	182,645	251,695	1,171,576	115
Abandoned Land	354	313	308	299	488	1,763	1
Debt recovery action to commence	2,008,895	1,708,769	1,636,801	1,461,549	1,942,983	8,758,997	898
Rates Total	2,349,194	1,948,739	1,862,433	1,663,379	2,223,655	10,047,400	1,025

Previous quarter 2024-2025

MFL Rates Arrears 2024-2025							
MFL Rates 30 September 2024	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Payment Arrangement	4,898	539	514	496	994	7,441	5
Deceased ratepayer	17,316	14,075	13,187	11,888	17,296	73,762	9
Direct debit	61,639	55,519	48,565	41,643	52,824	260,190	31
Abandoned Land	2,393	1,560	1,758	1,431	1,445	8,586	2
Debt recovery action to commence	2,337,210	1,908,906	1,825,398	1,634,268	2,235,161	9,940,944	1,030
Rates Total	2,423,457	1,980,598	1,889,422	1,689,726	2,307,719	10,290,922	1,077

Year on year quarter comparison 2023-2024

MFL Rates Arrears 2023-2024 31 December 2023							
MFL Rates Categories	2022-2023	2021-2022	2020-2021	2019-2020	2018+	Total	# accounts
Payment Arrangement	5,703	3,741	3,070	2,886	5,277	20,677	4
Deceased ratepayer	21,582	20,594	20,726	20,185	13,661	96,748	12
Direct debit	37,721	29,526	28,153	25,501	42,429	163,331	21
Abandoned Land	3,851	3,683	3,492	3,653	7,253	21,932	2
Debt recovery action to commence	2,169,498	2,052,697	2,000,258	1,934,186	1,582,427	9,739,066	1,233
Rates Total	2,238,355	2,110,241	2,055,699	1,986,412	1,651,046	10,041,753	1,272

Current quarter 2024-2025

MFL Water Arrears 2024-2025							
MFL Water 31 December 2024	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Payment Arrangement	-	-	-	-	-	-	-
Direct Debit	-	-	-	-	-	-	-
Debt recovery action to commence	52,671	33,858	32,274	52,411	67,580	238,793	43
Water total	52,671	33,858	32,274	52,411	67,580	238,793	43

Previous quarter 2024-2025

MFL Water Arrears 2024-2025							
MFL Water 30 September 2024	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Payment Arrangement	-	-	-	-	-	-	-
Direct Debit	3,857	6,585	10,251	3,078	4,014	27,786	1
Debt recovery action to commence	57,221	33,890	32,274	52,411	67,760	243,556	47
Water total	61,078	40,476	42,525	55,489	71,774	271,342	48

Year on year quarter comparison 2023-2024

MFL Water Arrears 2023-2024 31 December 2023							
MFL Water Categories	2022-2023	2021-2022	2020-2021	2019-2020	2018+	Total	# accounts
Payment Arrangement	-	-	-	-	-	-	-
Direct Debit	8,733	6,221	84	-	-	15,038	5
Debt recovery action to commence	42,101	42,897	60,174	36,104	76,836	258,113	41
Water total	50,835	49,118	60,258	36,104	76,836	273,152	46

Footnote A.3 Sundry Debtors

Current quarter 2024-2025

Sundry Debtors Aged Period Report as at 31 December 2024						
Category	30 Days	60 Days	90 Days	90 Days +	Total	% Debt
Sundry	2,635,636	13,319	3,649	115,115	2,767,719	67%
Bookings	1,678	750	-	14,481	14,481	0%
Septage	2,968	363	396	208	208	0%
Refuse	-	-	-	3,027	3,027	0%
Building	136,048	52,662	36,531	567,187	567,187	14%
Resource	118,270	28,921	43,715	763,506	763,506	18%
Liquor	1,029	633	2,073	975	975	0%
Health	9,843	4,966	3,815	41,674	41,674	1%
Total	2,905,472	101,613	90,180	1,506,173	4,158,777	100%

Previous quarter 2024-2025

Sundry Debtors Aged Period Report as at 30 September 2024						
Category	30 Days	60 Days	90 Days	90 Days +	Total	% Debt
Sundry	121,597	2,682,801	14,124	3,925	2,822,447	78%
Bookings	375	1,605	750	-	2,730	0%
Septage	15,130	12,590	363	396	28,479	1%
Refuse	-	-	-	-	-	0%
Building	177,820	161,457	54,702	37,734	431,713	12%
Resource	48,179	160,188	29,786	47,023	285,177	8%
Liquor	15,880	3,606	633	2,073	22,192	1%
Health	7,770	11,452	4,966	3,815	28,002	1%
Total	386,751	3,033,699	105,323	94,967	3,620,741	100%

Year on year quarter comparison 2023-2024

Sundry Debtors Aged Period Report as at 31 December 2023						
Category	30 Days	60 Days	90 Days	90 Days +	Total	% Debt
Sundry	78,083	35,636	24,606	158,928	297,254	13%
Bookings	450	300	640	6,775	8,165	0%
Septage	25,142	1,881	4,271	6,533	37,827	2%
Refuse	-	-	-	3,030	3,030	0%
Building	180,428	47,745	30,667	447,941	706,782	32%
Resource	109,019	87,099	57,753	754,011	1,007,881	45%
Liquor	5,510	4,585	3,569	2,828	16,492	1%
Health	14,873	2,170	5,658	133,517	156,218	7%
Total	413,506	179,416	127,163	1,513,564	2,233,650	100%

Definitions of categories for rates and water.**Abandoned Land**

Abandoned land means a rating unit for which rates have not been paid to the local authority for 3 years or more, and the ratepayer is either unknown, unlocatable, deceased with no representative, or has notified the local authority of their intent to abandon the land.

Payment Arrangement

This is a separate payment arrangement for a set period to halt penalties accumulating on the rate account.

Deceased Rate Payer

Probate process has not been completed.

Mortgage Run 2024/2025

These are properties that we have started the Mortgage demand process on.

Legal Action Commenced (external)

These are properties we have commenced legal action against with an external legal representative.

Legal Actioned Commenced (FNDC)

These are properties we have commenced legal action against with FNDC legal services team.

Liquidation

The rate payer is a Company that has gone into liquidation, and we await the liquidation process to be complete.

Direct Debit

Properties that are paying by direct debit.

Debt recovery action to commence

These are properties with arrears that have no mortgage, and we do not have a payment arrangement or direct debit set up on the account, next stage would likely be legal action.

5.5 RESOURCE CONSENT ABATEMENT NOTICE UPDATE

File Number: A5128162

Author: Doug Astill, Compliance Officer - Infrastructure Services

Authoriser: Tanya Proctor, Head of Infrastructure

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to provide Te Miromiro Committee members with an update of outstanding Resource Consent Abatement Notices issued by Northland Regional Council.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Northland Regional Council is the regulator charged with ensuring compliance with the conditions of consent issued under the provisions of the Resource Management Act 1991.
- Non-compliance with conditions of consents can result in enforcement action by the regulator. An abatement notice is generally the first enforcement action taken and act as a record of the non-compliance. These can be followed by further enforcement action should the non-compliance continue.
- Council holds multiple resource consents required for the delivery and operation of water, wastewater, stormwater, solid waste and community facilities to Far North communities.
- Non-compliance can represent an environmental, operational, reputational, and financial/legal risk depending on the non-compliance.
- There are seven outstanding abatement notices as at the date of this report.
- Council's aim is to be fully compliant with all consent conditions, with no abatement notices outstanding.

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.

Non-compliance presents the following risks for 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 be fully compliant with all consent conditions and have no abatement notices outstanding.

Non-compliance can happen for several reasons, such as missing data or non-compliant discharges, and are treated seriously by Council given that further action from the regulator may include fines or prosecution.

The process followed on receipt of an abatement notice includes:

- Acknowledge receipt of the notice
- Investigate the non-compliance with the conditions of the consent
- Verify the non-compliance
- Investigate the steps to mitigate the non-compliance and immediately notify the regulator of these steps with a timeframe
- Follow up mitigation actions either weekly or monthly according to the nature of the non-compliance
- On achieving compliance we notify the regulator and request for the notice to be removed.

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 are provided to Te Koukou – Transport and Infrastructure Committee.

A link to the March 2025 report is provided here:

[Agenda of Te Koukou - Transport and Infrastructure Committee Meeting - Wednesday, 19 March 2025](#)

At the date of this report, a total of seven (7) Abatement Notices remain outstanding - Water (1), Wastewater (4), District Facilities (1), and Solid Waste (1).

The table below categorises these Abatement Notices as:

Key:

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

Abatement Notices ranked low are operations related, with mitigations largely reliant on establishing robust maintenance and audit procedures.

The assessment of residual risk for all notices is low as non-compliance can occur at any time.

Improvements in asset management, operations, compliance audit programme, and support for District Facilities operations are required to support this assessment.

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 result from completion of current maintenance works.

The notice for the Russell Landfill leachate is ranked high as this is a known issue which in turn directly impacts the operation of the wastewater treatment plant. Resolution requires 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.

The provision of wastewater discharge 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. Daily recording by the contractor will be provided to the regulator each quarter as required by the consent.

Area of Non-compliance	Mitigation actions	Environmental	Operational	Financial/ Legal	Reputational
Opononi Wastewater Treatment Plant	Planned upgrades as per LTP 24/27	High	Medium	Medium	High
Kaitia Wastewater Network Overflows	Planned network upgrades as per LTP 24/27	High	Medium	Medium	High
Ahipara Wastewater Treatment Plant	Planned upgrades completed and 6 months compliance achieved March 2025 Application for Abatement cancelled scheduled for April 2025	High	Medium	Medium	High
Waitangi river take	Confirm progress on correct reporting and ensure this is relayed to NRC.	Low	Low	Low	Low
Kerikeri Sports complex WW reporting.	Confirmed current monitoring status with contractor. New report due to NRC in May.	Low	Low	High	Low
Kohukohu WWTP	Currently desludging work in progress. Compliance to provide updates to NRC.	High	High	High	High
Russell landfill	Confirming leachate flow reduction with waste management.	Medium	Low	Low	High

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

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

ĀPITI HANGA / 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:

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 - 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
6.3 - 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 - 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