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

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Contractor Fuel Supply & Delivery Assurance

This information request supports contract assurance, service prioritisation, and continuity planning during fuel supply disruption. Please complete all sections and return by the date specified

OFFICIAL — For authorised use only | Fields marked * are required

1 Contractor and Contract Details

Q1 Contractor name *

Legal trading name

Q2 Primary FNDC contract(s) this response relates to *

Contract name(s) and/or reference numbers

Q3 Key contact person for fuel supply and operational continuity *

Full Name **Role / Position**

Phone **Email**

Alternate contact person *(Optional)*

Full Name **Role / Position**

Phone **Email**

Q4 Date of response *

Date (DD/MM/YYYY)

2 Fuel Dependency and Usage Profile

Q5 What types of fuel are required to deliver your FNDC contract(s)? *

Select all that apply

- ☐ Diesel
- ☐ Petrol (unleaded)
- ☐ LPG
- ☐ Other — please specify:

Other fuel type(s)

Q6 Approximately how much fuel do you consume per week to deliver FNDC services? *

Volume (litres) **Notes / context (e.g. seasonal variation)**

Q7 Is fuel availability considered critical to your ability to meet contract deliverables? *

- ☐ Yes
- ☐ No
- ☐ Partially — please explain below:

Explanation (if Partially selected)

Q7A Service-to-Fuel Mapping (Schematic Overview)

To support service prioritisation and continuity planning, FNDC requests a high-level visual summary of how fuel supports contract delivery.

Please provide a one-page schematic that shows:

- The key services or activities delivered under your FNDC contract(s); and
- An indicative breakdown of fuel usage associated with each service or activity.

The schematic should:

- Be limited to one page
- Be high level (not a detailed operational plan)
- Clearly show relative or approximate fuel use per service (e.g. litres per week, % of total fuel use, or low/medium/high)

☐ Attached ☐ Not available — please explain why

Notes / explanation (if not available):

3 Fuel Stockpile and Supply Arrangements

Q8 Do you currently hold a fuel stockpile for your operations? *

- ☐ Yes
- ☐ No

Q9 If yes — please specify your current stockpile details

Estimated volume held (litres) **Days / weeks of contract delivery supported**

Q10 Where is fuel stored? *

Select all that apply

- ☐ Onsite tanks
- ☐ Depot
- ☐ Third-party storage
- ☐ No dedicated storage
- ☐ Other:

Q11 Do you have guaranteed supply arrangements with fuel suppliers? *

- ☐ Yes
- ☐ No

Q12 If yes — please outline supplier arrangements

Supplier name(s) **Priority access / contractual guarantees**

Q13 Have fuel suppliers communicated any risk of disruption, allocation, or rationing to you?

- ☐ Yes — please describe below
- ☐ No

Description of supplier communication

4 Impact of Fuel Shortage on Contract Delivery

Q14 If fuel availability becomes constrained, what impact would this have on FNDC service delivery? *

- ☐ No impact
- ☐ Minor delays
- ☐ Reduced scope or frequency
- ☐ Significant disruption

Q15 Which services or activities under your FNDC contract would be most affected? *

List specific services, activities, or work programmes

Q16 Are there non-essential or deferrable activities that could be paused to prioritise critical works?

- ☐ Yes — please specify below
- ☐ No

Activities that could be deferred and likely deferral period

Q17 What mitigation actions could you implement to continue delivery under fuel constraints?

e.g. resequencing works, reduced travel, consolidated site visits

Describe mitigation approach and estimated effectiveness

5 Fuel Surcharges and Cost Impacts

Q18 Have you introduced, or are you planning to introduce, a fuel surcharge? *

- ☐ Yes
- ☐ No

Q19 If yes — please provide surcharge details

Effective date **Basis for calculation**

Estimated % or cost impact on FNDC invoices

Q20 Are fuel-related cost increases expected to be: *

- ☐ Short-term (weeks)
- ☐ Medium-term (months)
- ☐ Ongoing / uncertain

Q21 Are there any other cost pressures linked to fuel disruption Council should be aware of?

e.g. subcontractor rates, procurement costs, logistics charges

6 Business Continuity and Contingency Planning

Q22 Do you have a business continuity plan that addresses fuel shortages or supply disruption? *

- ☐ Yes
- ☐ No

Q23 Have fuel disruption scenarios been tested or considered previously?

- ☐ Yes — briefly describe below
- ☐ No

Description of past testing or scenario consideration

Q24 In a severe fuel shortage, what level of service delivery could you realistically maintain? *

- ☐ Full service
- ☐ Reduced but critical services only
- ☐ Minimal service

7 Dependencies and Risks

Q25 Are there any key dependencies that could exacerbate fuel-related disruption?

e.g. subcontractors, suppliers, transport routes

Describe key dependencies and how they might be affected

Q26 Are there regulatory, health and safety, or compliance risks arising from fuel constraints?

e.g. mandatory inspection intervals, H&S obligations that cannot be deferred

Q27 What early warning indicators should FNDC monitor to signal increasing delivery risk?

e.g. supplier allocation notices, trigger price thresholds, lead time changes

8 Communication and Escalation

Q28 Who should FNDC contact if fuel-related risks escalate or immediate decisions are required? *

Full Name

Role / Position

Phone

Email

Q29 What notice period can you provide if delivery risks or cost impacts change materially? *

- ☐ 24 hours
- ☐ 48 hours
- ☐ 5 business days
- ☐ Other — please specify:

Specify notice period

Q30 Are you willing to provide weekly updates while fuel supply risks remain elevated? *

- ☐ Yes
- ☐ No

9 Declaration

I confirm that the information provided in this form is accurate to the best of my knowledge and reflects the current position of the contractor in relation to fuel supply, cost exposure, and contract delivery capability.

Q31 Declarant details *

Full Name **Role / Title**

Signature / Electronic confirmation (type full name) **Date (DD/MM/YYYY)**

☐ **I acknowledge that FNDC may use this information for contract assurance, risk management, and service continuity planning purposes.**

RETURN THIS FORM TO

Far North District Council — Contract Management Team

Please retain a copy of your completed response for your records.

CONFIDENTIALITY

The information provided in this form will be used by Far North District Council solely for the purpose of assessing its own service continuity standing and fuel supply risk exposure across contracted services. FNDC will not use this information for any other purpose, nor will it be shared with third parties outside of Council without the contractor's prior consent, except where required by law.