



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

AGENDA


Te Miromiro - Assurance, Risk and Finance Committee Meeting

Wednesday, 6 August 2025

Time: 10:00 AM
Location: Council Chamber
Memorial Ave
Kaikohe

Membership:

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

	Authorising Body	Mayor/Council
	Status	Standing Committee
COUNCIL COMMITTEE	Title	Te Miromiro – Assurance Risk and Finance Terms of Reference
	Approval Date	5 June 2025
	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 Reporting and Financial Oversight

- 6.1.1** Review of Council's Annual or Long-Term Plans
- 6.1.2** Review the Council's financial and non-financial performance against the Long-Term Plan and Annual Plan
- 6.1.3** Review Council quarterly financial statements and draft Annual Report
- 6.1.4** Report on compliance with treasury policies and provide economic updates

6.2 Risk Management

- 6.2.1** Provide input, annually, into the setting of the risk management programme of work
- 6.2.2** Review appropriateness of Council's risk management framework and associated procedures for effective risk identification, evaluation and treatment
- 6.2.3** Receive and review risk management dashboard reports
- 6.2.4** Receive updates on current litigation and legal liabilities
- 6.2.5** Review of Council legal compliance and compliance with LGA
- 6.2.6** Report on organisational operational health and safety
- 6.2.7** Report on organisational insurance policies and renewals
- 6.2.8** Emerging risk update
- 6.2.9** Review of high risk high value procurement

6.3 Audit and Controls

- 6.3.1** Provide input, annually, into the setting of the internal audit programme of work
- 6.3.2** Receive and review the audit dashboard reports
- 6.3.3** Review processes and systems in place to identify and investigate fraudulent behaviour
- 6.3.4** The Committee will manage Council's relationship with external auditor
- 6.3.5** Probity

6.4 Council Controlled Organisations (CCOs)

- 6.4.1** Recommend to Council the approval of the Letter of Expectation and Statement of Intent
- 6.4.2** Receive Annual Report (s67 LGA)
- 6.4.3** Receive quarterly financial statements (s66 LGA)
- 6.4.4** Receive reports on CCO strategies and plans

6.5 Governance and Compliance

- 6.5.1** Report on review schedule of Council policies
- 6.5.2** Action item tracking (i.e. open resolutions)
- 6.5.3** Committee Review

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.

Te Miromiro – Assurance, Risk and Finance Committee

Work Plan May 2025 – April 2026

AR = As Required

Current
Month

To be confirmed by incoming elected members. Proposed schedule is every 8 weeks, Dec/Jan if necessary.

Terms of Reference / Workstream	14-May	1-Jul	6-Aug	16-Sep	12-Nov	Ex.	11-Feb	8-Apr
6.1 Reporting and Financial Oversight								
Review of upcoming Annual Plan or LTP and key assumptions and accounting policies		X						
Review of Draft annual report, representation letters and recommendation to Council re signing				X				
Levels of service (SSP) review	X		X		X		X	
Budget vs actual review of key areas, year end forecasts	X		X		X		X	
Financial, Quarterly updates	X		X		X		X	
Capital expenditure and financing	X		X		X		X	
Debt, liquidity, and debtor performance, hygiene factors	X		X		X		X	
Treasury policies including covenants and policy compliance			X					
Economic update and impact on to AP/LTP							X	
Ratings validity review	X							
6.2 Risk Management								
Annual risk management plan				X				
Changes in the legislative environment and emerging risks and changes	AR	AR	AR	AR	AR		AR	AR
Review of top risks - update		X		X	X			
Risk management update on projects and work streams	AR	AR	AR	AR	AR		AR	AR

Deep dive into a risk area (cyclical)	AR	AR	AR	AR	AR		AR	AR
People and Capability	X		X		X		X	
Risk management workshop to update the overall risk register (annual)			X					
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
Legislative compliance with LGFA / LGA				X				
Legal compliance review across Council			X	X				
Delegations register review			X					
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
Review of annual insurance renewals				X				
AFRC and Executive team risk issues and emerging risks (Horizon scan)	X	X	X	X	X		X	X
Tender panel activity review		X						
6.3 Audit and Controls								
Review of accounting policies		X						
Review of Auditor Planning documents	X							
Emerging accounting issues and requirements	AR	AR	AR	AR	AR		AR	AR
Internal audit plans, and focus audits	AR	AR	AR	AR	AR		AR	AR
Review of valuations				X				

Review of key audit issues								
Outstanding auditor recommendations, progress and updates		X		X				X
Issues arising from Audits, register of issues and risks, updates	X		X		X		X	
Sensitive expenditure review, critical fraud controls and reviews of control effectiveness		X						
Fraud risk update and work streams		X						
Cyclical review of key fraud and internal control risk areas			X		X		X	
Review of Report to Governance					X			
6.4 Council Controlled Organisations								
Review draft Letter of Expectations and Recommend to Council approval of Statement of Intent		X						
Receive CCTO Annual Report				X				
Financial, Quarterly updates, including performance SOI's for CCTO's		X			X		X	
Review effectiveness of CCTO performance against Statement of Intent	X							
6.5 Governance and Compliance								
Review of policies, processes and strategies				X				
Review of open resolutions	X	X	X	X	X		X	X
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
Policies - cyclical review schedule		X						

Far North District Council
Te Miromiro - Assurance, Risk and Finance Committee Meeting
will be held in the Council Chamber, Memorial Ave, Kaikohe on:
Wednesday 6 August 2025 at 10:00 AM

Te Paeroa Mahi / Order of Business

1	Karakia Tīmatanga / Opening Prayer	11
2	Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Declarations of Interest	11
3	Ngā Tono Kōrero / Deputation.....	11
4	Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes.....	12
4.1	Confirmation of Previous Minutes	12
5	Ngā Pūrongo Taipitopito / Information Reports	20
5.1	Open Resolutions and Actions Update	20
5.2	Revenue Recovery Report.....	24
5.3	Mayoral Discretionary Fund	33
5.4	Response to Rice Spier report on Animal Management.....	35
5.5	People and Capability Report - April to June 2025.....	40
5.6	Health, Safety and Wellbeing Report	49
5.7	Resource Consent Abatement Notice Update.....	55
6	Te Wāhanga Tūmataiti / Public Excluded	59
6.1	Confirmation of Previous Minutes Public Excluded	59
6.2	Treasury Update	59
6.3	Possible Enforcement Action for Non-compliance.....	59
6.4	Risk Management Update	60
6.5	FNDC Current Legal Action Potential Liability Claims	60
7	Karakia Whakamutunga / Closing Prayer	60
8	Te Kapinga Hui / Meeting Close	60

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: A5238554

Author: Amber Wihongi-Alderton, 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 Miromiro - Assurance, Risk and Finance Committee confirm the minutes of the previous meeting held 1 July 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. 2025-07-01 Te Miromiro - Assurance, Risk and Finance Committee Minutes - A5254237**



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.

UNCONFIRMED

Te Miromiro - Assurance, Risk and Finance Committee Meeting Minutes

1 July 2025

**MINUTES OF FAR NORTH DISTRICT COUNCIL
TE MIROMIRO - ASSURANCE, RISK AND FINANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVE, KAIKOHE
ON TUESDAY, 1 JULY 2025 AT 10:00 AM**

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

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

STAFF PRESENT: Guy Holroyd (Chief Executive Officer), Charlie Billington (Group Manager – Corporate Services), Jacine Warmington (Group Manager – Strategic Relationships), Roger Ackers (Group Manager – Planning and Policy), Ruben Garcia (Acting Group Manager - Delivery and Operations), Nicola Smith (Acting Group Manager - Community and Engagement), Tanya Proctor (Head of Infrastructure), Carla Ditchfield (Manager – Legal Services), Aisha Huriwai (Manager – Democracy Services), Ian Wilson (Health, Safety and Wellbeing Specialist), Margriet Veenstra (Manager - Property Information & Business Compliance), Joshna Panday (Risk & Assurance Specialist Corporate Services), Kayla Jonas (Manager - People & Capability), Michelle Sharp (Team Leader - Business Compliance), Ken Macdonald (Chief Financial Officer) Amber Wihongi-Alderton (Democracy Advisor)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Graeme McGlinn commenced the meeting and Kōwhai - Deputy Mayor Kelly Stratford opened with a karakia at 10:00 am.

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

None.

3 NGĀ TONO KŌRERO / DEPUTATION

There were no deputations.

4 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES**4.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 4.1 document number A5215275, pages 10 - 17 refers

COMMITTEE RESOLUTION 2025/26

Moved: Cr Ann Court

Seconded: Deputy Chairperson John Vujcich

That Te Miromiro - Assurance, Risk and Finance Committee confirm the minutes of the previous meeting held 14 May 2025 are a true and correct record.

CARRIED

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Te Miromiro - Assurance, Risk and Finance Committee Meeting Minutes

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5 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**5.1 OPEN RESOLUTIONS AND ACTIONS UPDATE**

Agenda item 5.1 document number A5215283, pages 18 - 21 refers

COMMITTEE RESOLUTION 2025/27

Moved: Deputy Chairperson John Vujcich

Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Te Miromiro - Assurance, Risk and Finance Committee receive the Open Resolutions and Actions Update report.**CARRIED****5.2 COUNCIL FINANCIAL REPORT FOR THE PERIOD ENDING 31 MAY 2025**

Agenda item 5.2 document number A5211679, pages 22 - 47 refers

COMMITTEE RESOLUTION 2025/28

Moved: Cr Steve McNally

Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Te Miromiro – Assurance Risk and Finance Committee receive the Far North District Council Financial Report for the period ending 31 May 2025.**CARRIED****5.3 FNDC YEAR END PLANNING UPDATE**

Agenda item 5.3 document number A5239911, pages 48 - 56 refers

COMMITTEE RESOLUTION 2025/29

Moved: Deputy Chairperson John Vujcich

Seconded: Kōwhai - Deputy Mayor Kelly Stratford

That Te Miromiro - Assurance, Risk and Finance Committee receive the report FNDC Year End Planning Update.**CARRIED****5.4 HEALTH, SAFETY AND WELLBEING REPORT**

Agenda item 5.4 document number A5217658, pages 57 - 61 refers

COMMITTEE RESOLUTION 2025/30

Moved: Deputy Chairperson John Vujcich

Seconded: Kōwhai - Deputy Mayor Kelly Stratford

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

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At 11:03am Kōwhai - Deputy Mayor Kelly Stratford left the meeting.
At 11:03am Kahika - Mayor Moko Tepania left the meeting.
At 11:07am Kahika - Mayor Moko Tepania rejoined the meeting.
At 11:08am Kōwhai - Deputy Mayor Kelly Stratford rejoined the meeting.
At 11:14am Cr Steve McNally left the meeting.

5.5 REVENUE RECOVERY REPORT - AS AT 31 MARCH 2025.

Agenda item 5.5 document number A5216956, pages 62 - 71 refers

COMMITTEE RESOLUTION 2025/31

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

That Te Miromiro - Assurance, Risk and Finance Committee receive the report Revenue Recovery Report - as at 31 March 2025.

CARRIED**5.6 RESOURCE CONSENT ABATEMENT NOTICE UPDATE**

Agenda item 5.6 document number A5205032, pages 72 - 74 refers

COMMITTEE RESOLUTION 2025/32

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

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

CARRIED

At 11:53 am the meeting adjourned and resumed a 12:03 pm.

5.7 FAR NORTH HOLDINGS LTD QUARTERLY REPORT - MARCH 2025

Agenda item 5.7 document number A5229763, pages 75 - 86 refers

COMMITTEE RESOLUTION 2025/33

Moved: Deputy Chairperson John Vujcich
Seconded: Cr Ann Court

That Te Miromiro - Assurance, Risk and Finance Committee receive Far North Holdings Ltd Quarterly Report - March 2025.

CARRIED

Far North Holdings Ltd representatives Lisa Parkes and Andy Nock joined the meeting to present the report.

At 12:05pm Cr Ann Court rejoined the meeting.

Representatives of Far North Holdings Ltd were invited to stay and answer further questions in the public excluded session.

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6 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION 2025/34**

Moved: Deputy Chairperson John Vujcich

Seconded: Cr Ann Court

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
5.7 – Far North Holdings Quarterly Report March 2025	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) 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
6.1 - 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 - Possible Enforcement Action for Non-compliance	s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

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	<p>making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	
6.3 - Risk Management Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.4 - Tender Panel and Procurement Activity Update 1 Jan - 31 March 2025	<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
6.5 - 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
6.6 - Audit Report Recommendations Update	<p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or</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

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	officers or employees of any local authority	
CARRIED		

At the conclusion of the public excluded session, Te Miromiro – Assurance, Risk and Finance Committee confirmed no information and decisions made during that session be restated in the public session. The Chair noted the Chief Executive may determine information to be released under delegated authority in accordance with The Local Government Official Information and Meetings Act 1987.

7 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

Kōwhai - Deputy Mayor Kelly Stratford closed the meetings with a karakia.

8 MEETING CLOSE

The meeting closed at 1:57pm.

The minutes of this meeting will be confirmed at the Te Miromiro - Assurance, Risk and Finance Committee Meeting held on 6 August 2025.

.....
CHAIRPERSON

5 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

5.1 OPEN RESOLUTIONS AND ACTIONS UPDATE

File Number: A5247281

Author: Amber Wihongi-Alderton, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Miromiro – Assurance, Risk and Finance Committee with an overview of outstanding open resolutions and actions arising from Te Miromiro – Assurance, Risk and Finance Committee meetings.

WHAKARĀPOPO MATUA / EXECUTIVE SUMMARY

- Open resolutions are a mechanism to communicate progress against decisions/resolutions.
- Open resolutions are also in place for all formal elected member meetings.
- Action points are a mechanism to capture actions that are not part of a formal decision/resolution but require follow up or confirmation from staff.

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro - Assurance, Risk and Finance Committee receive the Open Resolutions and Actions Update report.

TĀHUHU KŌRERO / BACKGROUND

Any resolution from a decision report is compiled in an open resolution status report, to capture actions triggered by decisions, with staff providing updates on incomplete tasks.

Since many reports received by this committee are informational, they do not generate open resolution items. However, a need has been identified to record and track action points arising from information reports or meeting discussions.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Managers will assist in recording and following up outstanding open resolutions or actions points with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda. Democracy Services staff will support the process by generating reports.

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

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITI HANGA / ATTACHMENTS

1. Open Actions Update Report - Aug - A5284150  

<div> <div>OPEN ACTIONS UPDATE</div> <div>AS AT 29 JULY</div> </div> <div>Te Miromiro - Assurance, Risk and Finance Committee</div>					
	Meeting Date	Agenda Item	Action / Comment	Department	Update
1.	14 May 2025	5.2 Audit Plan for Year Ending 2024/25	Chair/Kahika requested Elected Member Reimbursement Policy to be reviewed.	Strategic Relationships, Planning & Policy	<p>23/06/25 Democracy Services, Strategy and Policy: A review of this policy will be added to Strategy and Policies current work programme.</p> <p>16/07/25: Democracy Services: Review in progress – scheduled for 16 Sep ARF and 25 Sep Council meetings; outcomes to be included in EM Handbook for the new triennium.</p> <p>This item will not appear on the next Open Actions Update.</p>
2.	14 May 2025	5.2 Audit Plan for Year Ending 2024/25	Chair/Kahika requested Elected Member Gifts Declaration Policy to be reviewed.	Strategic Relationships, Planning & Policy	<p>23/06/25 Democracy Services, Strategy and Policy: A review of this policy will be added to Strategy and Policies current work programme.</p> <p>08/07/25 Democracy Services: The Gift Register Form has been updated to reflect the NZ\$50 limit in the elected member Code of Conduct. Democracy Services is scheduled to review this Code of Conduct at the start of the new triennium.</p> <p>This item will not appear on the next Open Actions Update.</p>
3.	14 May 2025	5.3 Council Financial Report for the Period Ending 31 March 2025	Kōwhai seeks breakdown and rationale for the overspend listed under General Expenses on page 55.	Corporate Services, Delivery and Operations	<p>23/06/25 Financial Services, Delivery and Operations: Information has been provided by staff to GMs for collation. Feedback will be provided by email to Committee Members</p> <p>18/07/25: Delivery and Operations: A briefing paper addressing this item was circulated to Elected Members with 18 July Friday Notices, and a copy provided with this meeting agenda.</p> <p>This item will not appear on the next Open Actions Update.</p>
4.	14 May 2025	5.3 Council Financial Report for the Period Ending 31 March 2025	Cr Radich seeks clarity on how much funding was spent on Roothing, Vegetation.	Corporate Services, Infrastructure	<p>23/06/25 Financial Services: A high-level breakdown of the funding is provided in the Council Financial Report. However, Transportation will need to provide a detailed level for this.</p> <p>24/07/25 Infrastructure: No further update is available for the August meeting.</p>
5.	14 May 2025	5.3 Council Financial Report for the Period Ending 31 March 2025	Chair seeks clarity on page 50 regarding ~\$150m Capital Expenditure forecast within 3-month period (31 Mar \$56.7m - 30 Jun \$204m). Kahika requests to see GANT chart for this.	Corporate Services	<p>23/06/25 Financial Services: This is a budget timing matter, reporting considerations will be made.</p> <p>24/07/25: Financial Services: Financial reporting improvements are underway — this is an active work in progress. Updates will be reflected in the reporting as changes are made.</p> <p>This item will not appear on the next Open Actions Update</p>
6.	14 May 2025	5.5 Health, Safety and Wellbeing Report	Chair requests that a report on Whangae Tip be brought to the July meeting due to health and safety concerns.	Strategic Relationships	<p>23/06/25 Health & Safety: It has been identified that it is difficult for customers to access the green waste bin at the Whangae RTS and works have been booked to have a ramp or platform installed. Works should be completed in June.</p> <p>16/07/25 Health & Safety: Work completed and Cnr McNally provided with email update from Waste Minimisation & Sustainability Specialist as requested</p> <p>This item will not appear on the next Open Actions Update.</p>

<div> <div>OPEN ACTIONS UPDATE</div> <div>AS AT 29 JULY</div> </div> <div>Te Miromiro - Assurance, Risk and Finance Committee</div>					
	Meeting Date	Agenda Item	Action / Comment	Department	Update
7.	14 May 2025	5.5 Health, Safety and Wellbeing Report	Cr Court suggested a review of Tree Policy 2008 (to include giving the CE powers to act on behalf of public safety if there is an imminent threat) and review of delegations to Community Boards in relation to this. She asked for this to be added to the workstream for regular update.	Policy and Strategy Delivery and Operations	23/06/25 Policy and Strategy: A review will be aligned with the Redwoods work being undertaken. 21/07/25 Policy and Strategy: The 2008 Guideline is an operational document and could be amended to include public safety under Section 133BA of the Local Government Act 2002, which empowers the CE to remove or alter vegetation or other work threatening public safety. This amendment does not require a Council decision. The guideline sits within Delivery and Operations, and this matter has been brought to their attention. This item will not appear on the next Open Actions Update.
8.	1 July 2025	5.2 Council Financial Report	Queries from Committee Members: a) Capex vs Opex over under for Stormwater b) Confirm if there is local share on the Mangamuka Roding Works c) What is the Liquidity Ratio and how does it get to 110%? How much more will we be borrowing to cover our costs?	Corporate Services	29/07/25 Democracy Services: update to be provided at a future meeting.
9.	1 July 2025	5.2 Council Financial Report	Queries from Committee Members: d) Clarity on Unbudgeted expenditure vs new contract for solid waste management	Delivery & Operations	29/07/25 Democracy Services: update to be provided at a future meeting.
10.	1 July 2025	5.2 Council Financial Report	Queries from Committee Members: a) 1.1m unbudgeted expenditure on waters, vs unspent capex for renewals b) Pickup NZTA paper for Footpaths which wasn't approved	Infrastructure	29/07/25 Democracy Services: update to be provided at a future meeting.
11.	1 July 2025	5.3 FNDC Year End Planning Update	Queries from Committee Members: a) Mayor and CE message for the Annual Report needs to be revisited. If we need it to be separated, then we need to provide clear deadlines and expectations. b) Set due dates for all audit timetables	Corporate Services	29/07/25 Democracy Services: Pre-election report has been published. A verbal update on items a) and b) may be provided at the August meeting.

<div> <div>OPEN ACTIONS UPDATE</div> <div>AS AT 29 JULY</div> </div> <div>Te Miromiro - Assurance, Risk and Finance Committee</div>					
	Meeting Date	Agenda Item	Action / Comment	Department	Update
			c) Pre-election report needs to consider information required given the annual report won't be completed before the election.		
12.	1 July 2025	5.4 Health Safety and Wellbeing	Inclusion of EAP Dashboard	Strategic Relationships (Health & Safety)	16/07/25 Health & Safety: Draft business proposal developed and being reviewed with internal stakeholders to determine what if any changes in resourcing would be required to enable the HSW team to incorporate the proposed audits. This item will not appear on the next Open Actions Update.
13.	1 July 2025	5.6 Resource Consent Abatement Notice update	Pakaraka Stock Effluent – check we are attracting NZTA funding to subsidise operation costs.	Infrastructure	29/07/25 Infrastructure: Transport Services to provide an update when established.
14.	1 July 2025	5.6 Resource Consent Abatement Notice update	Ensure processes are in place to support pro-active communication with community/ratepayers when there are small failures or issues with WWTP's	Comms & Engagement	16/07/25 Comms & Engagement: Contact Centre staff are undergoing training to post water outages, spill notifications 24/7 on our website (based on waters and comms info). This process will be in effect by the end of July. This item will not appear on the next Open Actions Update.
15.	1 July 2025	5.7 Far North Holdings Quarterly Report	Queries from Committee Members: a) Follow up data from FNHL regarding impacts to Tourism to provide to the Mayor for Minister Upston's visit, b) Follow up Bancorp treasury advice from FNHL and what their treasury policies look like to increase visibility of the financial reporting. c) Follow up a copy of the Manuka Honey report that was compiled to be provided back to Council.	Corporate Services	29/07/25 Democracy Services: Bancorp Treasury Advice is tabled in the August meeting agenda. A verbal update may be provided on items a) and c) at the August meeting.
16.	1 July 2025	PX 6.3 Risk Management Update	Actions relating to this public excluded item are addressed through an update to the report.	Corporate Services	29/07/25 Democracy Services: Actions relating to this public excluded item are addressed through an update to the report.

5.2 REVENUE RECOVERY REPORT

File Number: A5271638

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.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

This is the final 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.

TĀHUHU KŌRERO / BACKGROUND

This document has been prepared to outline the arrears balances for rates, water, and Sundry debt as of 30 June 2025 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. Since the 1st of July 2024, the General Title rates total arrears balance has increased, and the water rates has increased. Please note we have observed the continued impact of last year's cost-of-living increase into this rating year. (See footnote A.1 in attachments). 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.

General Title rates and water debt

Key actions since the last report:

- Completed reporting for remaining properties with mortgages.
- Mortgage demand final notice has been issued to all financial institutions.
- Confirmed court date for judgement of rates debt.
- Confirmation of real estate agent for rating sale.

Next actions:

- Initiate abandoned land process with external Law firm.
- Attend court proceedings for the ruling of rates debt.
- Engage resources within Revenue Recovery team for collection of outstanding debt for rates.
- Recruitment of fixed term position within Revenue Recovery.
- Revenue recovery team to attend Council collection training program through eMatrix along side Kaipara District Council and Whangarei District Council staff.

- Attend court proceedings for the ruling of rates debt.

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.
- 32% of properties only have last year's rates in arrears and 20% 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 increased by 12% since the start of the year of which 9% was for Māori Freehold land remissions (See footnote A.2 in attachments). The water rates have increased 15% since the start of the year. (See footnote A.3 in attachments)

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

Property Reviews

A total arrears balance of \$768,232.48 for 188 properties, has been written off the start of the rating year. \$334,371.92 of the above is the CE write offs that have been processed this rating year.

As of 30 June 2025 we received payments of \$2,403,416.86 toward Māori Freehold Land rates and arrears.

Marae visits

Since the last report we have had to change the scheduled marae hui. This was due to the marae committee closing their doors earlier than anticipated for renovations. A meeting with Te Puni Kokiri to discuss their participation in the remaining marae hui was scheduled for Monday 26 May.

The final Whenua Māori hui, originally scheduled for Thursday 12 June at Kokohuia (Te Whakarongotai Marae), has been cancelled. Kokohuia Marae is no longer able to host the hui, and despite best efforts, we have been unable to secure an alternative venue in time. The working group has therefore made the decision to cancel this final hui. The confirmed date and time for the below marae:

Council's Communications team continue to distribute to external stakeholders and partners via email, and updates and information have been added to our website and social media channels.

We have requested that the FNDC Multimedia Strategy & Communications Advisor attend the Te Tii Waitangi Marae hui to make a short film of the day.

Cultural events

Members of the working group attended Te Tai Tokerau Kapa haka Festival in Ōpononi and staff also attended Ngā Manu Kōrero o Te Tai Tokerau, 4-6 June 2025.

Sundry debtors debt

The total balance of aged sundry debtors has increased since the beginning of the year, with rises in building and resource consent-related debt compared to the previous report. In response, the revenue recovery team has commenced joint efforts with both departments to identify effective strategies for reducing these arrears.

(See footnote A.4 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 attachment - A5284176 [↓](#) 

Footnote A.1 General Title Rates and Water arrears comparison**Current quarter 2024-2025**

General Title Rates 2024-2025 30 June 2025							
General Title Rates Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Abandoned Land	70,722	63,642	54,813	52,277	115,194	356,646	38
Payment Arrangement	11,017	5,275	1,157	-	-	17,449	6
Deceased Rate Payer	86,364	72,741	62,681	56,912	106,015	384,713	42
Mortgage Run 2024-2025	94,044	49,167	41,630	35,307	58,487	278,635	80
Legal Action Commenced (external)	88,847	91,427	82,548	76,841	300,251	639,914	44
Legal Action Commenced (FNDC)	26,459	23,706	22,486	21,328	43,332	137,311	11
Liquidation	2,286	2,183	2,074	1,938	3,858	12,339	2
Direct Debit	100,702	33,600	13,550	4,884	1,646	154,383	79
Debt recovery action to commence	2,105,361	1,295,563	904,859	739,143	826,724	5,871,649	990
Rates Total	2,585,801	1,637,304	1,185,798	988,629	1,455,507	7,853,040	1,292

Previous quarter 2024-2025

General Title Rates 2024-2025 31 March 2025							
General Title Rates Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Abandoned Land	70,722	63,797	54,940	52,277	115,518	357,253	38
Payment Arrangement	25,835	8,539	4,388	1,490	-	40,252	17
Deceased Rate Payer	94,884	78,889	67,843	61,991	115,592	419,199	48
Mortgage Run 2024-2025	1,961,310	819,376	518,607	452,590	687,344	4,439,227	926
Legal Action Commenced (external)	93,130	94,274	85,028	79,751	306,475	658,658	47
Legal Action Commenced (FNDC)	15,782	13,876	13,268	12,547	29,445	84,918	7
Liquidation	2,286	2,183	2,074	1,938	3,858	12,339	2
Direct Debit	261,295	63,632	31,216	21,531	3,870	381,544	148
Debt recovery action to commence	845,017	701,924	518,341	396,226	314,512	2,776,020	427
Rates Total	3,370,259	1,846,491	1,295,704	1,080,341	1,576,615	9,169,409	1,660

Year on year quarter comparison 2023-2024

General Title Rates 2023-2024 30 June 2024							
General Title Rates Categories	2022-2023	2021-2022	2020-2021	2019-2020	2018+	Total	# accounts
Abandoned Land	62,825	54,803	51,339	52,457	111,182	332,605	38
Payment Arrangement	9,144	3,123	864	-	-	9.00	9
Deceased Rate Payer	82,224	70,539	62,730	61,400	106,852	383,744	43
Mortgage Run 2023-2024	1,095,833	487,322	367,841	281,541	440,461	2,672,997	617
Legal Action Commenced (external)	100,814	85,102	79,766	75,406	234,816	575,904	47
Legal Action Commenced (FNDC)	35,875	25,655	15,580	12,352	19,657	109,119	17
Liquidation	2,183	2,074	1,938	1,966	2,063	10,225	2
Direct Debit	80,014	41,170	24,578	12,212	11,505	169,480	53
Debt recovery action to commence	788,301	602,958	489,113	272,609	357,121	2,510,101	438
Rates Total	2,257,212.78	1,372,745	1,093,749	769,943	1,283,657	6,777,307	1,264

Current quarter 2024-2025

General Water Arrears 2024-2025 30 June 2025							
General Title Water Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Abandoned Land	-	-	-	-	-	-	-
Payment Arrangement	1,440	-	-	-	-	1,440	1
Deceased Rate Payer	14,653	11,194	7,448	11,491	45,418	90,204	10
Mortgage Run 2024-2025	-	-	-	-	-	-	-
Legal Action Commenced (external)	5,136	6,334	9,316	4,736	28,709	54,231	8
Legal Action Commenced (FNDC)	2,722	4,373	6,074	4,038	15,585	32,791	5
Liquidation	-	-	-	-	-	-	-
Direct Debit	68,919	5,778	3,147	3,678	1,533	83,055	48
Debt recovery action to commence	343,003	160,565	90,638	87,681	53,262	735,148	404
Water Total	435,873	188,244	116,622	111,624	144,506	996,869	476

Previous quarter 2024-2025

General Water Arrears 2024-2025 31 March 2025							
General Title Water Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Abandoned Land	-	-	-	-	-	-	-
Payment Arrangement	4,475	136	-	-	-	4,611	2
Deceased Rate Payer	14,953	11,194	7,448	11,689	46,190	91,474	12
Mortgage Run 2024-2025	374,861	148,021	66,084	64,095	39,787	405,530	356
Legal Action Commenced (external)	5,201	6,370	9,316	4,736	28,709	54,331	8
Legal Action Commenced (FNDC)	1,937	4,373	6,074	4,038	15,585	32,006	2
Liquidation	-	-	-	-	-	-	-
Direct Debit	113,767	15,149	4,726	3,825	2,133	139,600	83
Debt recovery action to commence	70,473	44,042	31,476	28,499	16,588	191,078	151
Water Total	585,668	229,284	125,123	116,882	148,991	1,205,948	614

Year on year quarter comparison 2023-2024

General Title Water Arrears 2023-2024 30 June 2024							
General Title Water Categories	2022-2023	2021-2022	2020-2021	2019-2020	2018+	Total	# accounts
Abandoned Land	-	-	-	-	-	-	-
Payment Arrangement	3,273	3,302	928	-	-	7,503	2
Deceased Rate Payer	10,805	7,603	9,404	25,205	30,832	83,849	9
Mortgage Run 2023-2024	197,250	65,664	43,901	38,999	38,673	384,487	278
Legal Action Commenced (external)	3,939	3,559	2,837	2,486	19,926	32,748	7
Legal Action Commenced (FNDC)	4,373	6,074	4,038	4,860	10,725	30,069	2
Liquidation	-	-	-	-	-	-	-
Direct Debit	26,699	6,816	6,690	714	3,678	44,597	60
Debt recovery action to commence	71,574	56,246	59,227	2,005	44,195	233,247	126
Water Total	317,912	149,264	127,025	74,269	148,028	816,499	484

Footnote A.2 Māori Freehold Land Rates and Water**Current quarter 2024-2025**

MFL Rates Arrears 2024-2025 30 June 2025							
MFL Rates Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Payment Arrangement	7,593	1,348	-	-	-	8,941	3
Deceased ratepayer	22,143	20,276	19,308	18,637	25,287	105,651	10
Direct debit	33,163	26,316	21,659	21,129	32,560	134,828	12
Abandoned Land	1,213	1,194	1,139	1,067	2,192	6,804	1
Debt recovery action to commence	2,170,181	1,834,134	1,767,742	1,586,969	2,106,014	9,465,039	935
Rates Total	2,234,293	1,883,268	1,809,848	1,627,802	2,166,052	9,721,263	961

Previous quarter 2024-2025

MFL Rates Arrears 2024-2025 31 March 2025							
MFL Rates Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Payment Arrangement	41,290	4,879	3,524	3,424	6,788	59,906	6
Deceased ratepayer	22,143	20,276	19,308	18,637	25,287	105,651	10
Direct debit	32,680	27,307	21,659	21,129	35,146	137,922	15
Abandoned Land	1,213	1,194	1,139	1,067	2,192	6,804	1
Debt recovery action to commence	2,234,776	1,879,713	1,807,406	1,615,157	2,143,795	9,680,848	973
Rates Total	2,332,103	1,933,369	1,853,037	1,659,414	2,213,209	9,991,131	1,005

Year on year quarter comparison 2023-2024

MFL Rates Arrears 2023-2024 30 June 2024							
MFL Rates Categories	2022-2023	2021-2022	2020-2021	2019-2020	2018+	Total	# accounts
Payment Arrangement	2,814	390	-	-	-	3,205	2
Deceased ratepayer	17,546	16,768	16,164	16,550	12,140	79,169	9
Direct debit	28,367	23,612	22,841	21,814	31,880	128,514	9
Abandoned Land	1,194	1,139	1,067	1,094	2,222	6,716	1
Debt recovery action to commence	1,905,976	1,816,543	1,666,458	1,610,537	1,194,454	8,193,968	1,010
Rates Total	1,955,898	1,858,452	1,706,530	1,649,995	1,240,697	8,411,571	1,031

Current quarter 2024-2025

MFL Water Arrears 2024-2025 30 June 2025							
MFL Water Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Payment Arrangement	751	-	-	-	-	751	1
Direct Debit	3,927	-	-	-	-	3,927	1
Debt recovery action to commence	45,903	33,844	32,274	52,411	67,310	231,741	38
Water total	50,581	33,844	32,274	52,411	67,310	236,420	40

Previous quarter 2024-2025

MFL Water Arrears 2024-2025 31 March 2025							
MFL Water Categories	2023-2024	2022-2023	2021-2020	2020-2019	2019+	Total	# accounts
Payment Arrangement	651	-	-	-	-	651	1
Direct Debit	4,246	-	-	-	-	4,246	2
Debt recovery action to commence	50,410	40,429	42,525	55,489	71,414	260,267	39
Water total	55,307	40,429	42,525	55,489	71,414	265,164	42

Year on year quarter comparison 2023-2024

MFL Water Arrears 2023-2024 30 June 2024							
MFL Water Categories	2022-2023	2021-2022	2020-2021	2019-2020	2018+	Total	# accounts
Payment Arrangement	-	-	-	-	-	-	-
Direct Debit	-	61	-	-	-	61	1
Debt recovery action to commence	35,283	32,274	52,411	32,717	67,577	220,262	36
Water total	35,283	32,335	52,411	32,717	67,577	220,323	37

Footnote A.3 Sundry Debtors

Current quarter 2024-2025

Sundry Debtors Aged Period Report as at 30 June 2025						
Category	30 Days	60 Days	90 Days	90 Days +	Total	% Debt
Sundry	62,692	41,408	25,222	431,133	560,456	22%
Bookings	160	600	850	15,729	17,339	1%
Septage	-	-	-	5,159	5,159	0%
Refuse	-	-	-	3,027	3,027	0%
Building	43,133	43,966	25,340	802,358	914,796	36%
Resource	39,689	34,615	13,006	921,482	1,008,792	39%
Liquor	1,581	207	633	3,635	6,056	0%
Health	8,507	2,379	3,251	45,674	59,811	2%
Total	155,762	123,175	68,301	2,228,196	2,575,435	100%

Previous quarter 2024-2025

Sundry Debtors Aged Period Report as at 31 March 2025						
Category	30 Days	60 Days	90 Days	90 Days +	Total	% Debt
Sundry	181,919	45,777	2,185	473,056	702,937	25%
Bookings	1,000	900	-	21,252	23,152	1%
Septage	-	1,530	-	12,741	14,271	1%
Refuse	-	-	-	3,027	3,027	0%
Building	115,226	31,039	6,855	806,319	959,438	34%
Resource	22,957	58,969	12,715	957,792	1,052,433	37%
Liquor	12,222	3,983	-	4,745	20,950	1%
Health	3,661	5,834	1,624	51,129	62,248	2%
Total	336,985	148,032	23,379	2,330,060	2,838,455	100%

Year on year quarter comparison 2023-2024

Sundry Debtors Aged Period Report as at 30 June 2024						
Category	30 Days	60 Days	90 Days	90 Days +	Total	% Debt
Sundry	542,238	16,454	7,684	198,497	770,587	27%
Bookings	6,938	1,050	2,738	7,693	11,381	0%
Septage	5,775	99	-	1,971	11,879	0%
Refuse	-	-	-	3,027	3,030	0%
Building	69,379	46,467	38,898	548,172	769,620	27%
Resource	89,246	125,864	61,338	728,585	1,103,159	39%
Liquor	5,099	633	794	866	14,288	1%
Health	6,430	4,968	6,527	59,529	164,616	6%
Total	725,105	195,534	117,979	1,548,338	2,848,560	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.

5.3 MAYORAL DISCRETIONARY FUND

File Number: A5246594

Author: Beverly Mitchell, Community Board Coordinator

Authoriser: Jacine Warmington, Group Manager - Strategic Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council policy requires reporting of the Mayoral Discretionary Fund to the Committee. This report covers Quarters 3 and 4 – for the period of **1 January 2025 to 30 June 2025**.

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

TŪTOHUNGA / RECOMMENDATION

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

TĀHUHU KŌRERO / BACKGROUND

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

Purpose of Funding	Amount Awarded
21/1/25 LGNZ manaakitanga at the Dawn Service – Waitangi Day Total cost \$2,000.00	\$2,000.00
21/1/25 Transportation of waka flotilla for Waitangi Commemorations Total cost \$2,000.00	\$2,000.00
26/2/25 part contribution to Te Hiringa Māori Business Awards - Whangārei Total cost \$8,250.00	\$2,391.31
Total Awarded for Q3 & Q4	\$6,391.31
<u>Summary</u> July-Sept 2024 \$ 4,733.91 Oct-Dec 2024 \$11,250.00 Jan-Mar 2025 \$ 6,391.31 Apr-June 2025 \$ 0.00 Total \$22,375.22	

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

The total fund amounts to \$20,000 excluding GST and has been provisioned for in the annual budget. There was an overspend of **\$2,375.22** in the funds for the financial year 2024/2025.

ĀPITIHANGA / ATTACHMENTS

Nil

5.4 RESPONSE TO RICE SPIER REPORT ON ANIMAL MANAGEMENT

File Number: A5212062

Author: Mike McMurtrie, Manager - Compliance

Authoriser: Ruben Garcia, Acting Group Manager – Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

This Information Report is to provide an update on the recommendations presented in the Rice Spier review of Animal Management Practices and Procedures presented to Council in December 2024.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The Animal Management team have taken on board the recommendations from Rice Spier and have made several improvements to their operating procedures already. The team is committed to continuous improvement and continues to look for ways to provide a value for money service.

Areas where change has occurred include:

- Development of a Council enforcement policy to govern decision making
- A review of prosecution procedures, including 'attack pack' to ensure they are fit for purpose and line with legislation
- Weekly meeting on all attacks to ensure consistent response
- 3 weekly meeting with Legal Services to review suggested Court proceedings
- 3 strike system being developed for infringements
- Digitised infringement process
- Position Description update to include more focus on community engagement and education for all Animal Management staff
- Ongoing work with Council media team to promote the Animal Management Team
- Pro-Active patrolling with a focus on engaging the community at known 'hot spots'
- New branded clothing to easily identify Animal Management Officers
- Exploration of sign writing for vehicles to enhance public image
- Ongoing work with suitable rescue, rehoming and welfare groups
- Payment and registration forms have been reviewed with the inclusion of email reminders
- "Afterpay" will require Council approval and is being explored with the Finance team
- Menacing and Dangerous classifications are to be actively monitored via a dashboard
- A diversion policy has been considered

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro - Assurance, Risk and Finance Committee receive the report Response to Rice Spier report on Animal Management.

TĀHUHU KŌRERO / BACKGROUND

Last year, Rice Speir conducted an independent review of Animal Management practices and procedures.

The report was presented at the public excluded meeting on the 3rd December 2024.

6.2 INDEPENDENT REVIEW OF ANIMAL MANAGEMENT PRACTICES AND PROCEDURES

Agenda item 6.2 document number A4939551, pages 19 - 136 refers

RECOMMENDATION

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

That Te Miromiro – Assurance, Risk and Finance Committee:

- a) **Receive the report Independent Review of Animal Management Practices and Procedures and that an update report be received by Te Miromiro – Assurance, Risk and Finance by June 2025.**
- b) **Authorise the Chief Executive Officer the discretion to release this report after a suitable wrap around report is issued and consideration of possible redactions to preserve privacy under the delegated authority pursuant to the Local Government Act.**

In Favour: Chairperson Graeme McGlinn, Kahika-Mayor Moko Tepania and Crs John Vujcich and Penetaui Kleskovic

Against: Cr Ann Court

CARRIED 4/1

Cr Court noted that Rice Speir state "It is important that this correspondence is not placed on the Councils general or property files or otherwise dealt with in a manner whereby it may come to the attention of any member of the public".

The report made the following recommendations for the council to:

- Increase prosecutions – to deter irresponsible dog ownership and ensure owners can be disqualified from keeping dogs.
- Simplify the process around decision-making to prosecute.
- Increase communication and engagement with the community.
- Offer payment plans.
- Update a number of forms.
- Enforce Compliance with (dangerous dog) classifications – checking compliance within six weeks of serving an owner with a menacing or dangerous dog classification notice.
- Adopt a diversion policy – an alternative means of resolving offences without going through a formal trial process, e.g. including rehabilitation and community service.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Prosecution is not the only tool available to Animal Management to increase compliance and instead we are having an overall review of our enforcement action to create better informed decision making.

Increasing the 'prosecutions' of dog owners is time consuming and not necessarily the most value for money way to deter dog owners given the number of variables involved.

	RFS			Infringements			Prosecutions			% of RFS resulting in Prosecution		
	21-22	22-23	23-24	21-22	22-23	23-24	21-22	22-23	23-24	21-22	22-23	23-24
FNDC	2611	2858	2969	199	633	424	1	1	1	0.04	0.03	0.03
Auckland	28,235	33,301	37,558	3271	4748	6387	117	121	117	0.41	0.37	0.31
Whangarei	3711	2653	3390	767	1365	1908	9	7	0	0.24	0.26	0
Kaipara	1010	1903	2151	208	391	359	0	0	0	0	0	0
Waikato	2856	3341	3920	442	215	159	2	2	2	0.07	0.06	0.05
Wairarapa	209	139	152	97	132	145	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Thames	Unavailable	1106	120	Unavailable	159	132	Unavailable	1	0	Unavailable	0.09	0
Tasman	1304	1243	1141	115	205	258	1	1	1	0.07	0.08	0.08
Southland	739	659	665	129	103	150	0	0	0	0	0	0

1

The attached table shows that comparatively, FNDC takes a similar number of Prosecutions per financial year when comparing the percentage of prosecutions commenced against total requests for service. Auckland Council has a significantly larger Animal Management Group, as well several Courts available to progress prosecutions.

Whangarei, although smaller in staffing numbers, progressed several prosecutions and would be considered an outlier in the data over this period. Prior to the 21-22 year, their numbers ranged between 1 and 5 per year which is consistent with other Councils.

Prior to COVID 19, FNDC took a reasonable number of prosecutions against irresponsible dog owners with 5 in the 2019-2020 period and 14 in the 2018-2019 period respectively.

Some hurdles to prosecutions are out of the control of Council. These could be the space within the Court system and Judge availability as examples. Central Government would need to amend the Dog Control Act 1996 to allow other Judicial Officers the power to impose penalties such as destruction of a dog. This would provide a greater capacity for hearings to be held. The current estimated timeframe for a defended dog attack charge is in the vicinity of 10-12 months.

Other obstacles include witness participation in proceedings to satisfy evidential requirements, especially where witnesses may be children or young persons. Other witnesses have been reluctant to come forward or continue their involvement in proceedings making a conviction unattainable.

The Council enforcement policy has been reviewed and signed for adoption. The aim is to streamline and clarify the process across our regulatory groups and ensure a fair, consistent and informed decision-making process.

The Animal Management investigation processes have been reviewed to simplify decision making and ensure it is fit for purpose. This has included the review of and updating of process charts to ensure officer recommendations on investigations are in line with legislation and policies, such as the Evidence Act, Evidence regulations and Solicitor General Prosecution Guidelines.

The Animal Management Team Leader is continuing to update and document all investigative and administrative processes to ensure a consistent approach to any requests for service. The customer services team have been provided with a revised Standard Operating Procedure document to ensure incoming requests are prioritised and recorded appropriately.

Team Leader – Animal Management and Manager – Compliance have a weekly investigation summary discussion where all attack files are reviewed for consistency. Anecdotally, the quality of files is improving, and officer recommendations are in line with Team Leader and Manager expectations. Further work into a “minimum file standard” is ongoing.

Any investigation files where Court proceedings are likely, are then scheduled for meeting with the Manager – Legal Services every 3rd Thursday to ensure evidential sufficiency before a charge is filed. Where necessary, external legal advice can and has been sought.

¹ Information obtained from Section 10A reports over the specified period

This has provided a more structured timeline for complainants and dog owners, a consistent approach to pending prosecutions and better service delivery from our staff.

The infringement process has been digitised. Officers create an electronic notice through the Pathway UX system which reduces the time an Officer spends on writing, scanning and emailing. This allows them to remain visible in the community for longer and reduces their administrative workload. Early indications from the Administration team are that overall time spent on each infringement has reduced.

A '3 strike' system is being worked on for infringements (in line with the Dog Control Act 1996), to proactively putting dog owners on notice than any further indiscretions will likely result in prosecution action. Initial review of data capturing appears to make this a simple process, which is still in the process of being developed as we have recently moved to a digitised infringement process.

Communication and Engagement

A Community liaison position is awaiting approval however no additional FTE had been budgeted for. Options for inclusion of this role are being worked through within the current or a revised structure of the AMO team. The role will be to engage in schools/workshops and with the community proactively.

In the alternative, the Animal Management position description has been reviewed to include additional focus on community engagement and education.

Proactive patrolling has become a bigger focus of the Animal Management group. This will have our officers visible in 'hot' locations and face to face engaging with public. Indicatively results have shown proactive patrolling is reducing the number of requests for service for wandering dogs. Staff have proactively been engaging with dog walkers and providing education and leashes where needed.

Work is ongoing with the Media team to enhance our social media presence, including ideas such as "a day in the life of", proactive media coverage and good new stories. A recent adoption story is being included in our Newsletter and via social media.

Redevelopment of the AskNicely survey for Animal Management is ongoing to target feedback from those who use our service. We can then use this feedback to drive further changes if required.

Signwriting for vehicles is being explored to easily identify Animal Management in the community. Branded polo shirts have been obtained to identify Animal Management Officers when not wearing their PPE (Vests).

A Memorandum of Understanding is being developed for use with any rescue or community groups who will be involved in the adoption or rehoming process of dogs impounded by FNDC. This will ensure clarity of standards for both parties and ensure the safe and responsible rehoming of suitable dogs.

Payments & Forms

Many forms have been reviewed and updated and will continue to be reviewed as staff come up with new ideas.

The administration group have included the email option on future forms and communication to reduce time and cost spent posting/printing.

'Afterpay' is being explored and will require Council approval. Discussions ongoing with finance team to compile report for approval. The Animal Management Team accepts that financial implications on dog owners is often a challenge to compliance.

At present the registration compliance is at approximately 87.5% and increasing week on week.

Compliance Classifications

There appeared to be no formal process for monitoring compliance with classifications and this is being improved through BI dashboard reporting to identify how many classified dogs are in the Far North district.

The Dashboard will be able to monitor the change in classification and timeline the steps required for proactive follow up.

The AMO team remains committed to improving the compliance process with these classifications and will continue to work through options with resourcing available.

Diversion Policy

Informally, FNDC uses a diversion approach through alternative actions by balancing denunciation and deterrence. The Auckland Council diversion policy simply formalises the arrangements but does also assign a Diversion officer to monitor and manage ongoing diversion agreements. Diversion agreements are made post filing of a charging document in the Court and do require careful oversight to ensure conditions are met within legal timeframes. Their diversion officer appears to sit within their legal team.

Without additional FTE for this role, FNDC will need to continue the informal management of alternative resolutions through the processes already available. This includes the weekly review on attack recommendations to determine other action instead of formal court proceedings.

A thorough review is being undertaken on all aspects of Animal Management including structure, staffing and processes. All change takes time to review, implement, monitor and amend if required.

The team is committed to providing a value for money service to the community while holding irresponsible dog owners to account.

The team is working in a challenging space and are continuing to look for opportunities to improve where they can. Further analysis of our functions will be ongoing to see where we can achieve better outcomes for our ratepayers.

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

No financial implications have been identified unless structural personnel changes and/or additional FTE is sought.

ĀPITI HANGA / ATTACHMENTS

Nil

5.5 PEOPLE AND CAPABILITY REPORT - APRIL TO JUNE 2025**File Number: A5278995****Author: Philippa Boye, Project & Facilities Coordinator****Authoriser: Charlie Billington, Group Manager - Corporate Services****TAKE PŪRONGO / PURPOSE OF THE REPORT**

The purpose of this report is to present Te Miromiro - Assurance, Risk and Finance Committee with the quarterly update on People and Capability activities.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Included in the report is information on:

- Exit Interviews and Analysis;
- Recruitment activity;
- Culture; and
- Employment Relations.

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro - Assurance, Risk and Finance Committee receive the report People and Capability Report - April to June 2025.

TĀHUHU KŌRERO / BACKGROUND

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

This report is Information only.

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

Nil

ĀPITI HANGA / ATTACHMENTS

1. **2025-08-06 Te Miromiro - Assurance, Risk and Finance Committee Report [A5269607] - A5277916** [↓](#) 

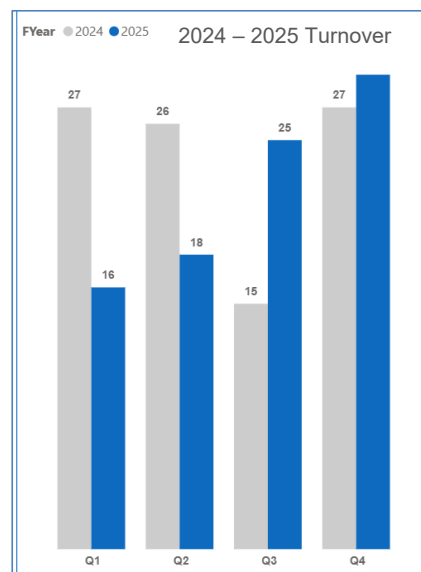


Chief of Staff Report to Te Miromiro - Assurance, Risk and Finance Committee April – June 2025

TURNOVER QUARTER FOUR (April – June 2025)

29 employees left FNDC in Quarter 4.

The turnover rate for this quarter is 6.18% (compared to 4.72% for the same quarter last year). This higher turnover rate is indicative of a continued larger caseload of ER issues in the final half of the year.

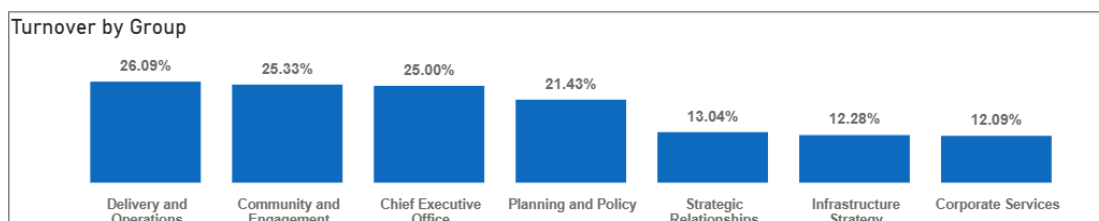


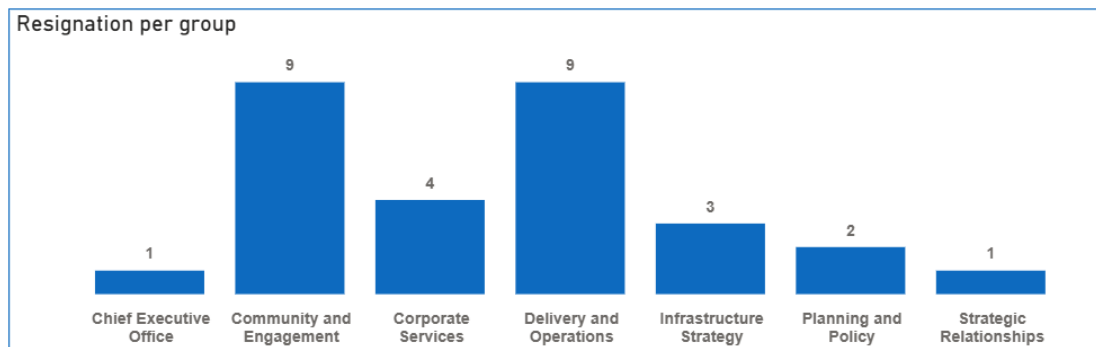
TURNOVER YEAR TO DATE (Jul 2024 – Mar 2025)

The company wide year to date (YTD) total turnover is 20%. This sits above local government turnover of approx. 11.5% and in line with New Zealand projected national average approx. 21.4%.

In the last month of the quarter, there has also been a confirmed restructure within FNDC which will see future statistics reflect that change and significantly impact turnover statistics in Q1.

As there are fewer employees in the Chief of Staff group, two resignations have a significant impact on the group turnover. This is also the case for the other smaller group of Strategic Relationships with 1 resignation.

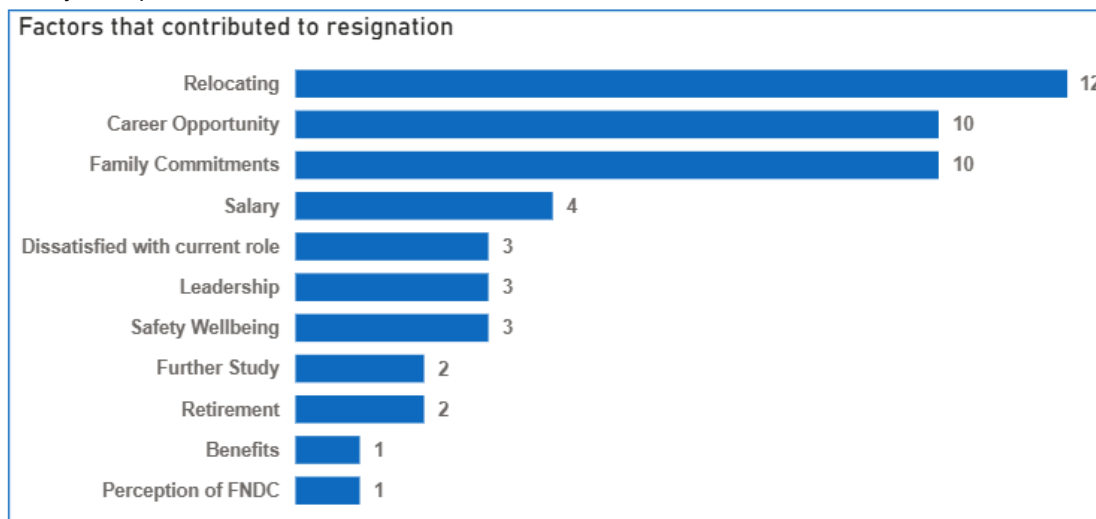




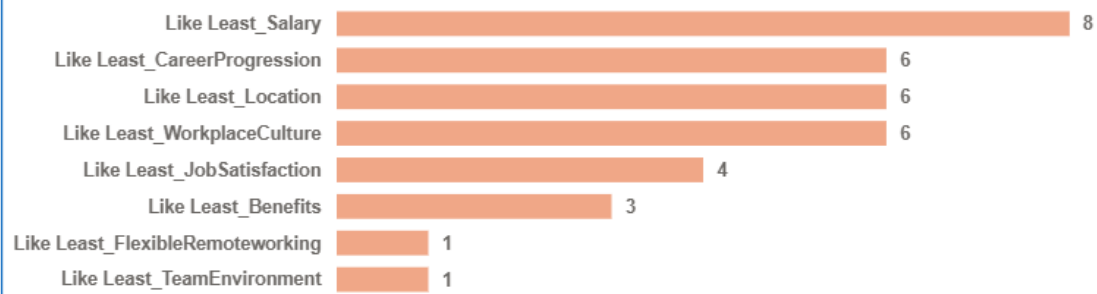
Exit Interview Analysis

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

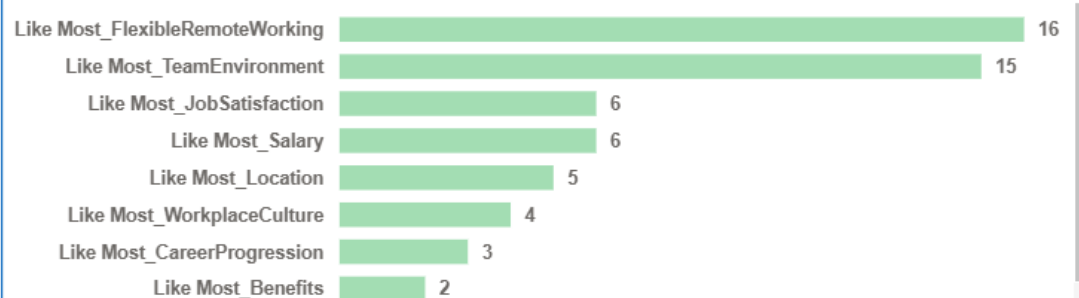
The key reasons for leaving, and what staff liked most about FNDC are similar to the last FY 2023/24. Of those who exited FNDC, 2 chose to complete exit interviews for this quarter. The total amount of exit surveys completed for the FY was 24.



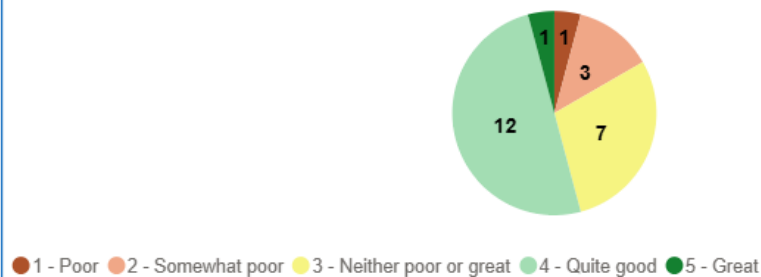
What you like least about working at FNDC



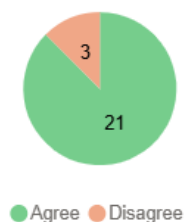
What you like most about working at FNDC?



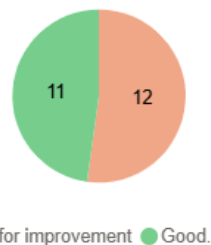
Overall culture rating



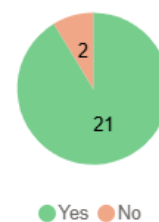
Accessible resources to perform



Overall Management rating



Recommend FNDC as an employer



RESPONSE TO EXIT INTERVIEW ANALYSIS

What staff liked most about working at FNDC:

- **Flexible/Remote Working** – There are a number of flexible working arrangements that staff are able to use when the need arises, inclusive of some staff who are on specific remote working agreements for a variety of reasons. The recent structured approach to the hybrid model has been adopted with 3 days per week working in an FNDC office. The ability to choose from the 3 main offices has helped to keep the transition smooth.
- **Team Environment** – Across our wider teams, these above changes to our hybrid working model are already fostering stronger connections. The increase in kanohi ki te kanohi (face-to-face) interactions is helping to deepen collaboration—both within individual groups and across the broader Council—leading to more cohesive and dynamic teamwork.

What staff liked least about working at FNDC:

- **Salary & Career Progression** – There are always concerns around salary which stem from a sense that pay may not accurately reflect the scope of a role. This is often the case when influenced by comparisons with peers and perceptions of position matching to other sectors or industry. FNDC has a competency review framework and a position sizing system (trained and supported by Strategic Pay) which allows FNDC to combat preconceived ideas around salary, with data being drawn from both public and private sector to frame the salary structure. Career pathways are being refreshed through an updated succession planning framework, utilising the new CiAnywhere modules in our existing HRIS system, as well as a drive to create a growth and learning culture, where Learning and Development plans are well thought out and meaningful.
- **Workplace Culture** – We are actively recognising good work and long service quarterly, as well as moving forward with meaningful action plans as a direct result from the feedback that is given in the Engagement Surveys in conjunction with the ongoing work from the CE Improvement Plan.

Top Reasons to Leave FNDC:

- **Relocating** – We aim to retain talent wherever possible within the organisation, however relocation is outside of our control. For certain roles, there is the opportunity for remote working agreements to come into place, but aren't applicable for the majority of the workforce.
- **Family Commitments** - Personal and whānau responsibilities, such as caregiving or health-related needs, are important considerations. We actively explore flexible arrangements—including remote work, wellbeing leave, and adjusted schedules—to support staff in managing these commitments.
- **Career Opportunity** - Career growth is a natural driver for change, and not all opportunities require leaving the region. FNDC supports staff development through learning and upskilling initiatives, and offers internal secondments that allow employees to explore new challenges while maintaining the security of their current roles, a number of which are currently in place widely across the organisation.

RECRUITMENT ACTIVITY

Recruitment has been steady throughout this quarter and the financial year. In the last quarter, several key appointments were made, along with numerous returning staff and internal secondments. These secondments provide staff with valuable opportunities to explore different career paths within the Council or step into leadership roles. Offering such opportunities is crucial for professional development.

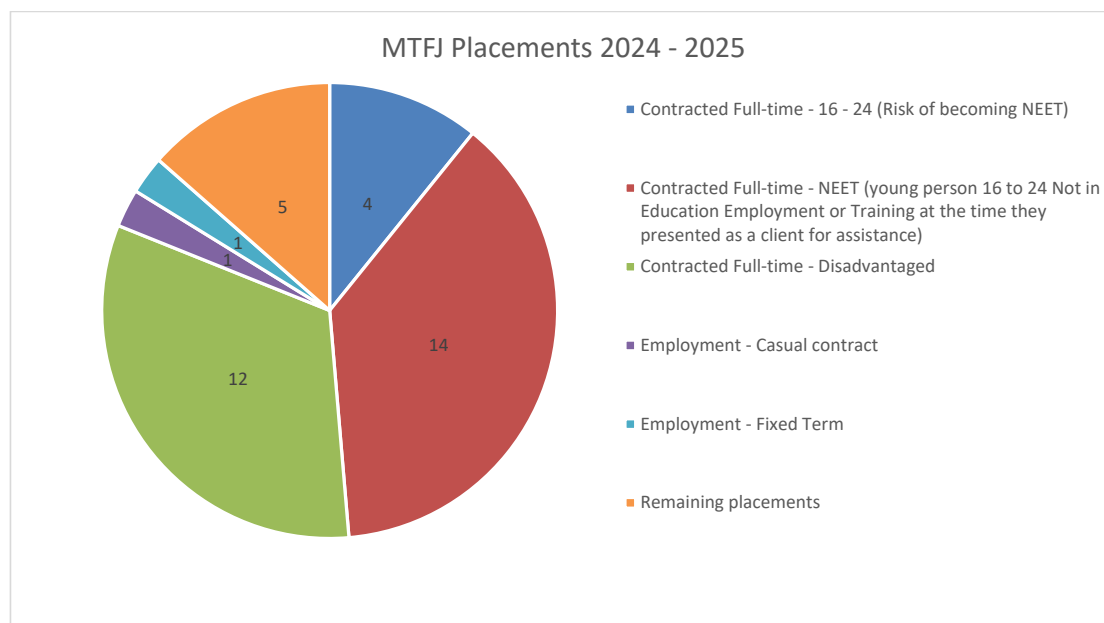
Total numbers for the FY compared with last are 120 hired (24-25) and 115 hired (23-24), and leavers were 88 (24-25) and 95 (23-24).

QUARTERLY NEW STARTERS

During this quarter 22 new employees started.

Animal Management Officer	14 th April 2025
Customer Service Officer - Multiskilled	28 th April 2025
Building Control Officer	28 th April 2025
Senior Policy Advisor	28 th April 2025
Civic Engagement & Education Coordinator – <i>returning employee</i>	28 th April 2025
Team Leader - Rating Services – <i>returning employee</i>	12 th May 2025
Building Control Officer – <i>returning employee</i>	12 th May 2025
Building Control Officer	12 th May 2025
Support Officer	12 th May 2025
Chief Financial Officer	26 th May 2025
Management Accountant	26 th May 2025
Resource Consents Engineer – <i>returning employee</i>	26 th May 2025
Legal Executive	26 th May 2025
Resource Consents Engineer	26 th May 2025
Waters Technical Officer	9 th June 2025
Building Support Officer	9 th June 2025
Business Intelligence Data Analyst	9 th June 2025
Support Officer	9 th June 2025
Property Legalisation Officer	9 th June 2025
Casual - Libraries (Kaitaia & Kaeo)	23 rd June 2025
People and Capability Advisor	23 rd June 2025

MAYOR TASKFORCE FOR JOBS (MTFJ)



Definitions:

NEETS: 16-24 year olds Not in Employment, Education or Training at the time they presented as a client for assistance

Or, at risk of NEET: 16-24 year olds at risk of NEET who are at risk of having: Academic struggles, poor attendance, or learning difficulties, lack of support, or being in the care system, substance abuse, criminal activity, or other hindering behaviours.

Disadvantaged: A person of any age, including those living with a disability, who is disadvantaged in the labour market and not able to readily access MSD products and services.

Mayors Taskforce for Jobs (MTFJ) is a nationwide network of New Zealand Mayors committed to ensuring young people (ages 16–24) are engaged in employment, education, training, or other positive pathways. MTFJ drives impactful advocacy and partners with local businesses to support the economic well-being of rangatahi, their whānau, and communities.

The last quarter of the year saw a key focus on engagement with local businesses, and attention in the areas of forestry and traffic management. There were several key initiatives inclusive of the Kaitia College Roadshow and training engagements for the MTFJ Coordinator with Mana Taiohi Wananga & Code of Ethics for Youth Workers.

At the time of publishing the final statistics aren't inclusive of any final sustainable placements.

New MTFJ Contract 2025-2026

In June, significant efforts were dedicated to planning for the new MTFJ contract for 2025-2026, which has undergone substantial changes. The focus has been on strengthening relationships with local MSD work brokers. Of the 27 required outcomes for the new contract, 23 must be current MSD clients, while the remaining 4 (and any additional placements) can be traditional MTFJ preventative placements. Key training for all Programme Coordinators to ensure successful implementation of these changes is scheduled for mid-July in Christchurch.

EXECUTIVE PROJECTS PROGRAMME

Executive Projects has transitioned from a single advisor to a team of two from May 2025, acknowledging the extensive workload managed by the initial advisor since the role's inception in June 2024.

The programme for the team continues to be broad, consisting of a mixture of existing projects which require advancing, progressing opportunities, and business improvement actions. In addition to the below, the Executive Projects team also provides ad hoc advice and support across the organisation when requested. The projects which the team is involved in play a vital role in managing FNDC's balance sheet, and it is intended to provide a focal point for key, complex projects which sit across the organisation and create streamlined ways of delivering.

The team provide advisory functions and subject matter expertise and, when necessary, undertakes the project management and delivery of actions to ensure progress of projects.

Projects include:

- Housing for the Elderly.
- 11 Matthews Ave and its future use.
- Te Puāwaitanga including leading the cross-council team to deliver the opening of the sports hub in April 2025, along with ongoing support being provided to projects relating to the future of the site.
- Support has also been given to other projects such as IAF Kawakawa, IAF Kaikohe, Kaikohe Library & Civic Hub and infrastructure funding projects.
- Work on these projects has also identified business improvement actions and opportunities to improve processes, which work is ongoing.

CULTURE

Quarterly Celebration – In May new staff were welcomed with a powhiri and 21 staff recognised through the He Tohu Whakapau Kaha (Love Your Work) Awards.

Organisational Strategy – The working group to embed the internal strategy has been focused on finalising SMART performance goals linked to the six strategic priorities (better informed decisions, value for money, health safety & wellbeing, people & culture, te ao Māori and service delivery), which were rolled out to the organisation as the next step to embedding the strategy in 2025/26. The learning and development framework continues to support all staff to effectively deliver across these priority areas.

Diversity, Equity & Inclusion (DEI) – A voluntary Diversity Data Collection has been launched to better understand the unique backgrounds and experiences within our workforce which will increase support, inclusivity and drive increased engagement. A DEI (Diversity, Equity & Inclusion) Oversight Committee has also been established with representation from across the organisation. The purpose of the DEI Oversight Committee is to ensure the appropriate mechanisms are in place across the organisation to create a work environment where all employees feel valued, respected, and supported by addressing inequities and promoting diversity and inclusion. This is achieved through establishing clear, actionable, and measurable goals.

Engagement Survey – With a widely communicated expectation that the results of the biannual employee engagement survey (March 2025) be reviewed and prioritised, quarter four saw a dedicated focus period where teams were asked to develop action plans based on areas important to them. A report generated in June 2025 showed a total of 124 actions planned by People Leaders. This number

reflects not only strong engagement with the software's functionality but, more importantly, a commitment to using employee feedback to drive improvements in overall engagement. Monthly action plan reporting to SLT has also proven valuable, helping to keep employee engagement an ongoing focus of discussion. Planning is already underway for the next survey, scheduled to go live on 25 August 2025.

People Leaders offsite – The kaupapa for the Quarterly People Leaders offsite was our strategic priority - Te Ao Māori, held at Whitiara Marae in June. Sessions throughout the day centred on Te Pae o Uta and the setting of six goals for the coming year and linking Te Ao Māori to the mahi across the organisation and our community. People leaders also took part in a discussion and activity on what we want our Customer Experience at FNDC to be in 2025/26.

CE Improvement Plan – Supported by the Organisational Development team, this continuous improvement initiative will be a long-term, ongoing piece of work with the aim of supporting teams with daily task management. During quarter four there has been engagement with several teams to showcase some of the tools we currently have available, and assistance have been provided to enhance team's online presence with the goal of improving the sharing and accessibility of information.

EMPLOYMENT RELATIONS

	Quarter Four (Apr - Jun 2025)	Financial Year to Date / Total (July 2024 – Jun 2025)
Number of personal grievances (completed)	1	6
Negotiated exits & medical retirements	2	5

5.6 HEALTH, SAFETY AND WELLBEING REPORT

File Number: A5264879

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 Te Miromiro – Assurance, Risk and Finance Committee with an overview of key activities related to Health Safety and Wellbeing across the organisation for June 2025.

WHAKARĀPOOTO 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 remains 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 June 2025, highlights the FNDC's ongoing efforts in health, safety, and well-being. It aims to provide Te Miromiro – Assurance, Risk and Finance Committee with a comprehensive overview of activities, focusing on critical risk management, HSW training initiatives, and key achievements. This information underscores the organisation's commitment to enhancing workplace safety and wellbeing through strategic interventions and continuous improvement.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Health, safety, and wellbeing achievements (for Q4 2025)

- Engagement with 94 staff about role profiles to complete project.
- HSW training provided 17 training opportunities to 68 staff.
- Threatening behaviour is the highest reported incident at 17 PeopleSafe stories.
- 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. 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

Wellbeing Initiatives

Deep dive into the Employee Assistance Programme (EAP)

EAP is a programme through which Elected Members, Council employees and their immediate family members can access appropriate professional and specialist assistance for a wide range of difficulties they may experience during their work and personal lives. FNDC encourages the use of EAP, particularly at an early stage so intervention can minimise the short and long term impacts of any issues. All employees, regardless of employment type (i.e. casual, fixed term, part-time or full-time) are able to access EAP. Access is not restricted to being used during the employee's contractual work hours and as the function is accessible 24/7 (including while on sick, annual, parental or leave without pay).

The EAP provides:

- Confidential and free support services (either phone or face to face),
- Regular statistical evaluation and analysis of the programme's usage based on anonymous data,
- Emergency and critical incident services,
- Programme literature,
- Manager support services.

Confidentiality is assured to all employees who use EAP services, within the normal applicable limits. Only the EAP counsellor and the staff member will have access to the personal information provided. Individual records will be restricted to the minimum information required to serve the employee and will be maintained in such a way as required by the professional body governing the performance of the counsellors.

The only records available to the Council will be anonymous data collected for statistical use, and these will be kept without any individual or identifying reference. No information shared with the EAP counsellor will ever be placed on an employee's personal file. All record keeping will observe the normal conventions with regards to confidentiality. All counselling sessions are held away from the workplace at the EAP Services' offices or over the phone.

The following figures 1, 2, 3 and 4 give an insight into the type of issues EAP counsellors assist with, along the how many counselling sessions are booked and their associated costs. Relationships with managers are the most common work-based issues. Stress and anxiety are the most common personal issues. The frequency of new counselling programmes has increased over the last two years along with the associated costs. Figure 5 reflects the amount of sick leave taken for the same period. There appears to be no correlation between increased EAP use and sick leave.

Customer Work Issues

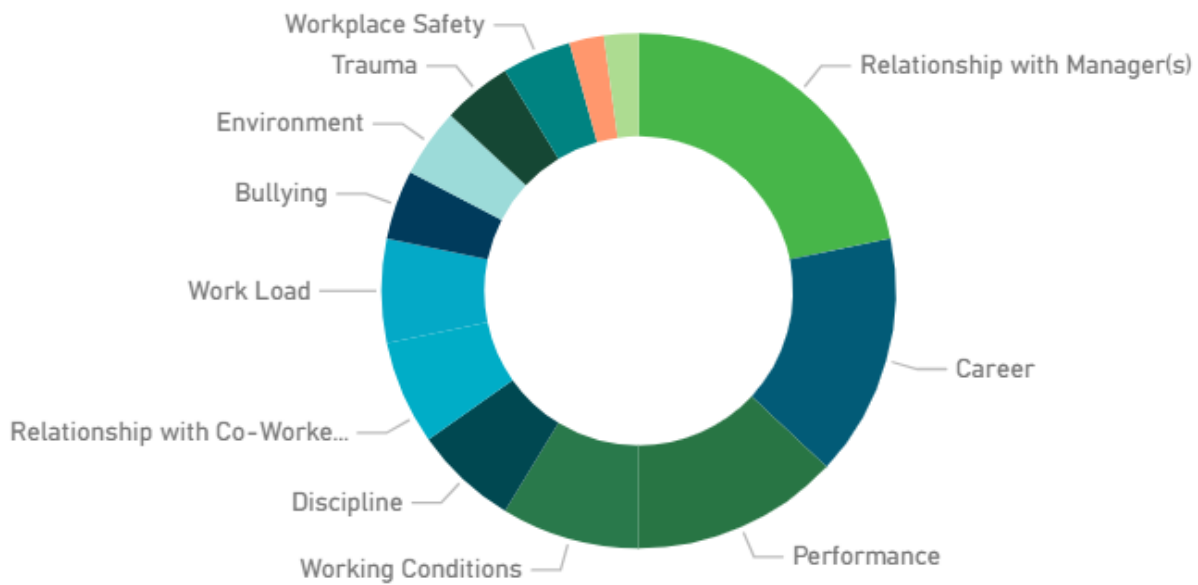


Figure 1: EAP work issues over last 12 months

Customer Personal Issues

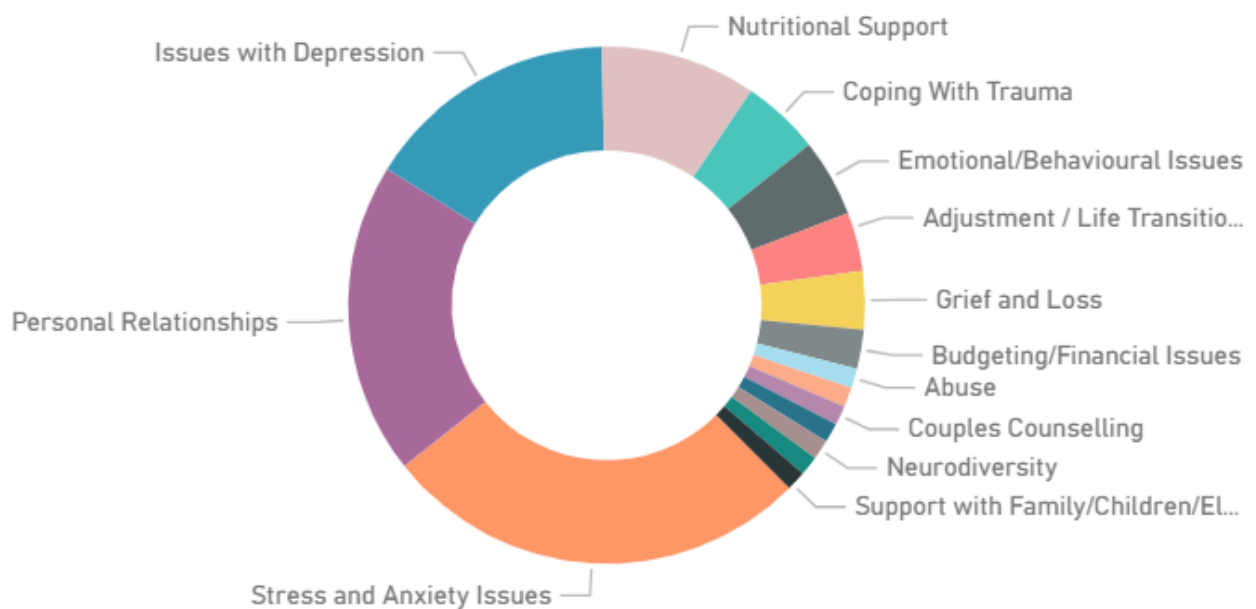


Figure 2: EAP personal issues over last 12 months

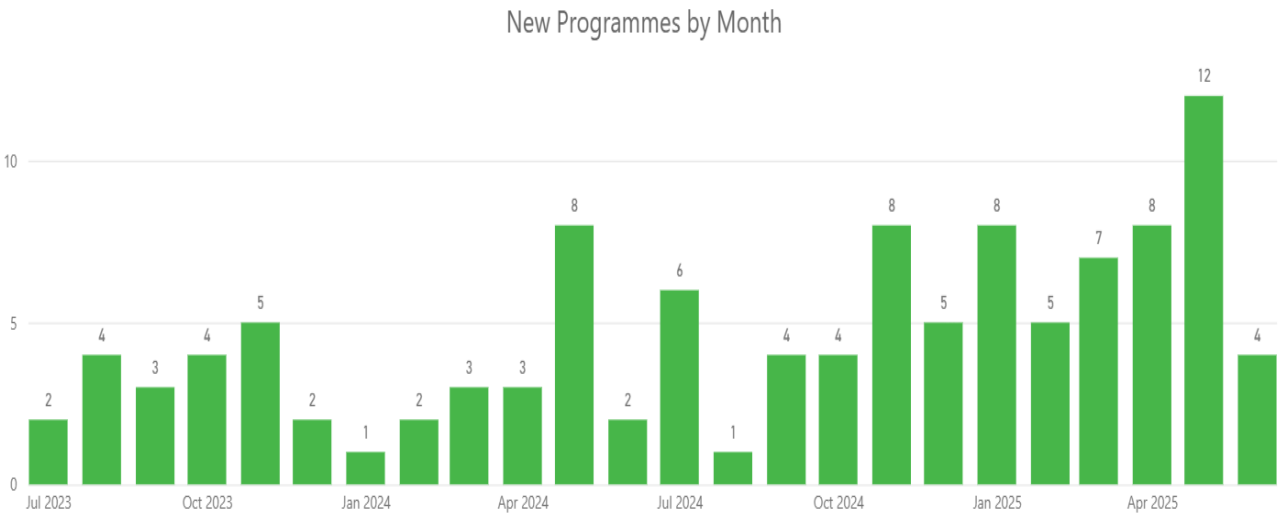


Figure 3: Number of new counselling programmes over last two years

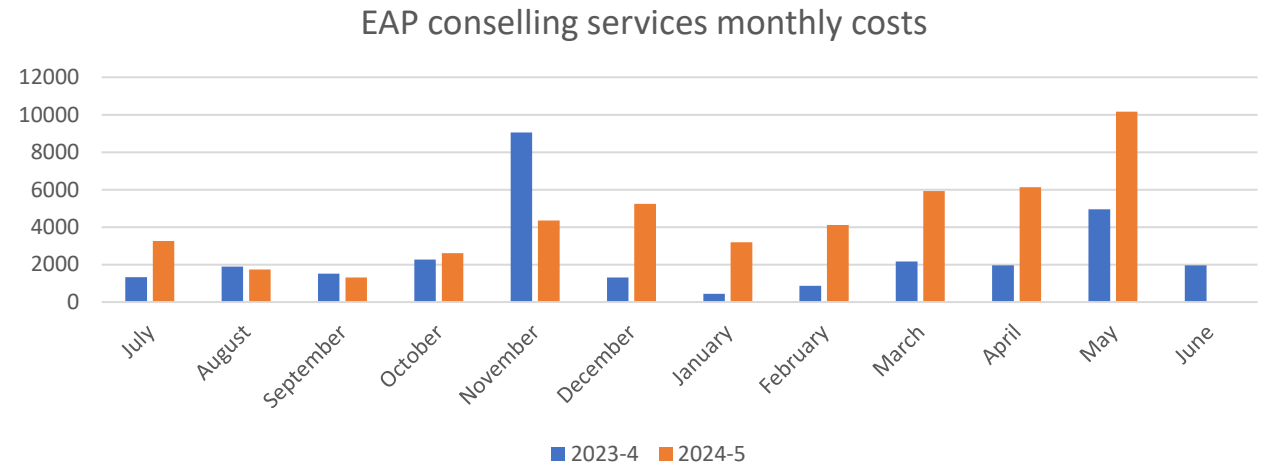


Figure 4: Comparison of monthly EAP costs over last two years

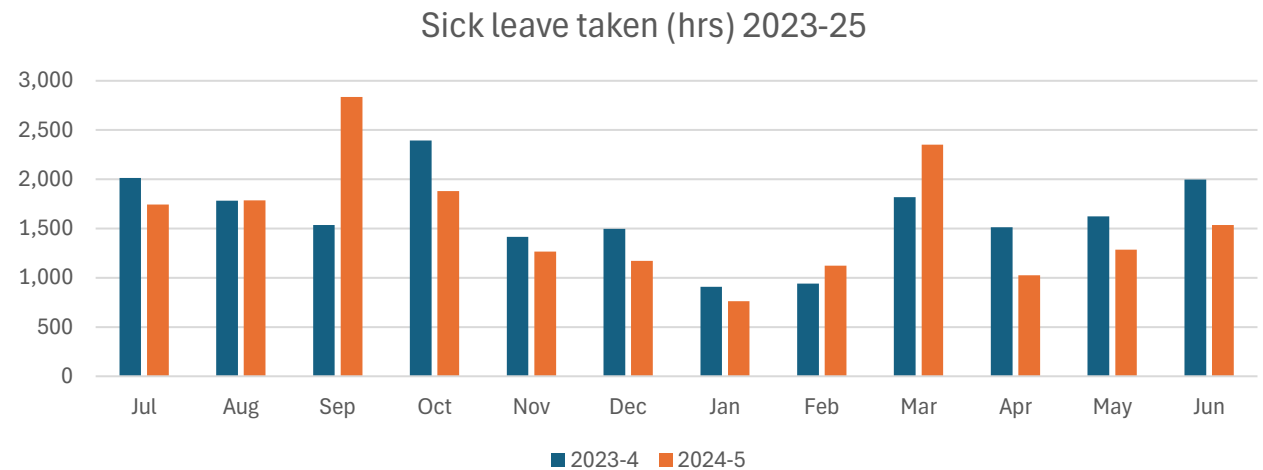


Figure 5: Comparison of sick leave hours taken over the last two years.

Current Projects

- Review of the contractor management H&S process (completion end Q1 25)

- Review of the lone working process and associated tools and devices (completion end Q1 25)
- Application for a six month fixed term Health Safety and Wellbeing Advisor role to assist the HSW team.

Future Projects

- Emergency procedures (commencing end Q2 25)
- Review of driving on Council business (commencing end Q2 25)
- Review of threatening behaviour (commencing end Q2 25)

HSW incidents

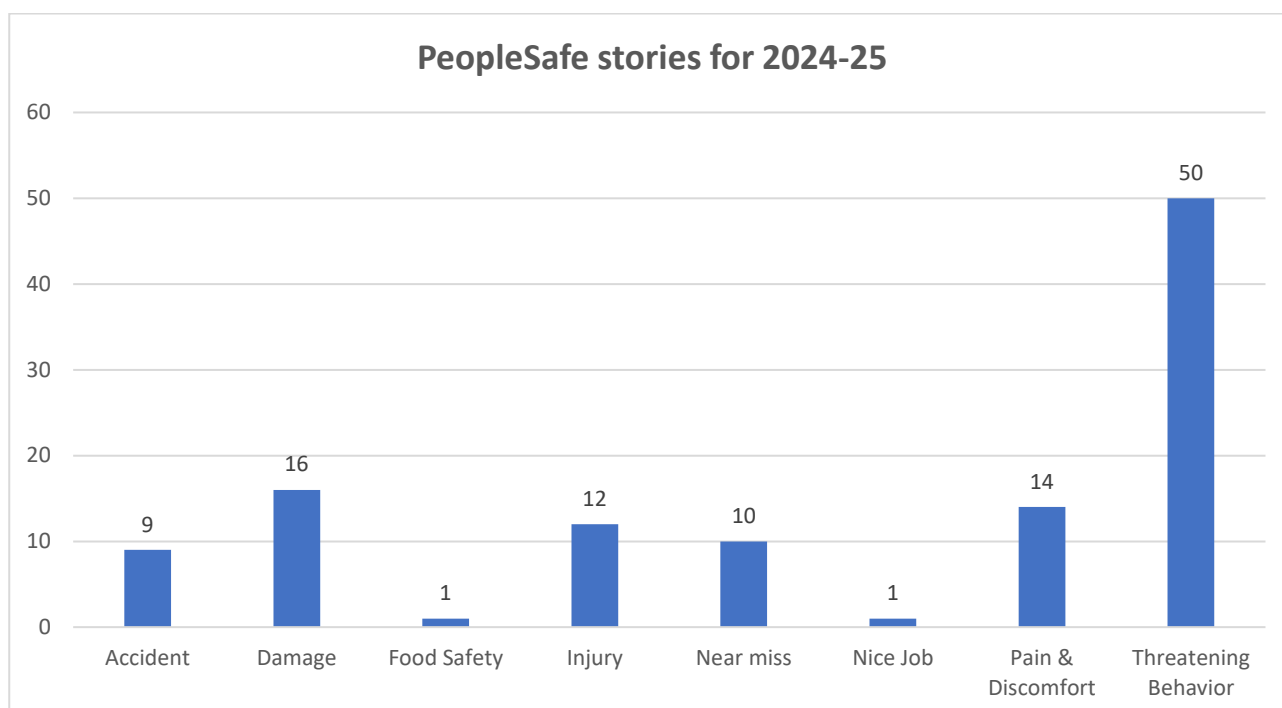


Figure 6: PeopleSafe stories for 2024-25

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.

Staff warning flags

No staff warning flags (SWFs) were raised by staff during June 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.

ACTIONS FROM PREVIOUS MEETING:

- The Committee Chair, Graeme McGlinn, asked for a deep dive into EAP, which is included in this report.
- The Chief Executive asked for auditing of FNHL and agreed to provide additional resources for this – a business case is currently being prepared for a fixed term role within the HSW team.

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

There are no financial implications.

ĀPITI HANGA / ATTACHMENTS

Nil

5.7 RESOURCE CONSENT ABATEMENT NOTICE UPDATE

File Number: A5253367

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 abatement notices issued by Northland Regional Council.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- There are ten (10) outstanding abatement notices at 15 July 2025.
- 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.
- An abatement notice is generally the first enforcement action taken and acts as a record of the non-compliance with consent conditions. Should the non-compliance continue further enforcement action can follow.
- Non-compliance can have environmental, operational, reputational, and financial/legal impacts and these are ranked as Low, Medium, or High.
- Council's aim is to be fully compliant with all consent conditions and no abatement notices outstanding.

TŪTOHUNGA / RECOMMENDATION

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

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 can have the following impacts:

- Environmental – possible 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).

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.

It is the aim of Council to be fully compliant with all consent conditions and have no abatement notices outstanding.

The process followed on receipt of an abatement notice is:

- 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, the Regulator is notified and a request for the notice to be removed is made. No statutory timeframe for the Regulator to remove a notice or require compliance.

Regular updates on compliance, including actions and progress towards addressing non-compliance are provided to Te Koukou – Transport and Infrastructure Committee.

The June 2025 update for the 22 July 2025 meeting can be accessed using this link [Agenda of Te Koukou - Transport and Infrastructure Committee Meeting - Tuesday, 22 July 2025](#)

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

What has changed since the last report?

- The Kaikohe wastewater plant abatement notice is being addressed with discharge data being supplied to Northern Regional Council that requires a minimum of six months of compliant data is required for lifting the abatement notice.
- The Paihia water treatment plant abatement notice is being addressed with discharge data records supplied to Northern Regional Council. The abatement is expected to be lifted in April 2026.
- Completion of desludging wetlands and ponds at the Ōpononi/Ōmāpere wastewater treatment plant has reduced the assessed environmental, operational and financial/legal risks to Low.

There is no change in the number or makeup of the ten (10) abatement notices outstanding at 15 July 2025 - Water (1) Wastewater (7) District Facilities (1) and Solid Waste (1).

All short-term issue related abatements remain at low risk to reflect actions taken to address non-compliance issues.

The table below categorises these abatement notices as:

High	Long term or not resolvable short term	Several significant factors and probability of escalation
Medium	Several issues to ensure compliance	Possible escalation of several 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. This now captures all metering and reporting related non-compliance as they are expected to be resolved in the short term. Providing improvements plans or consent variation requests to the Regulator is expected to mitigate further enforcement action.

The wastewater treatment plants ranked **High** all relate to contaminant levels and have longer timeframes for returning to compliance.

Mitigation actions are underway for each of these notices, and compliance is expected to result from completion of current maintenance works.

Activity	Mitigation actions	Environmental	Operational	Financial/ Legal	Reputational
Ōpononi/Ōmāpere Wastewater Treatment Plant	Installation of new hardware baffle curtains is expected end of July 2025. This will increase treatment time of effluent in treatment ponds. Lamella clarifier and further works are in planning stages.	Low	Low	Low	High
Kaitiāia Wastewater Network Overflows	Stage 1 planned network upgrades are in construction, completion expected late 2025.	Medium	Medium	Medium	High
Ahipara Wastewater Treatment Plant	Currently compliant for 8 months, expected date for abatement cancellation is December 2025. Wetland reinstatement began 14 July 2025, completion expected August 2025.	Low	Low	Low	Low
Waitangi River take	Discharge records from Paihia water treatment plant were submitted to Northern Regional Council in July 2025. Abatement to be lifted following submission of the 2025 annual report in April 2026.	Low	Low	Low	Low
Kerikeri Sports complex WW reporting.	Wastewater records were submitted to Northern Regional council in June 2025. Abatement notice can be lifted after next	Low	Low	Low	Low

	quarterly report is submitted in September 2025.				
Kohukohu WWTP	Baffle curtain upgrade scheduled to follow pond desludging, completion expected late 2025. Wetland renewal is currently in planning stages.	High	Low	Low	High
Paihia WWTP	Procuring aeration to restore treatment capability and reduction of ammonia to address notified non-compliance.	Low	Low	Low	Low
Russell Landfill	No update available on capping landfill to reduce leachate from Solid Waste.	Medium	Low	Low	Low
Pākāraka truck stop	Investigation of periodic non-compliance complete. Cause has been identified and remediation work currently underway. Further update expected August 2025.	Low	Low	Low	Low
Kaikohe WWTP	Contractor fixed the issue and discharge records began in June 2025. Data will be shared with Northland Regional Council monthly to address abatement.	Low	Low	Low	Low

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

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

ĀPITIHINGA / ATTACHMENTS

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 - Treasury 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 - Possible Enforcement Action for Non-compliance	s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied 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 - 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
6.5 - 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

7 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

8 TE KAPINGA HUI / MEETING CLOSE