



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

AGENDA


Te Miromiro Committee for Assurance, Risk and Finance Meeting

Tuesday, 12 May 2026

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

Membership:

Chairperson Graeme McGlinn - Chairperson
Deputy Chairperson John Vujcich
Cr Rachel Baucke
Cr Felicity Foy
Cr Hilda Halkyard-Harawira
Cr Davina Smolders
(Ex-officio Member) Kahika - Mayor Moko Tepania
Independent Member Graham Naylor

	Authorising Body	Council
	Status	Standing Committee
COUNCIL COMMITTEE	Title	Te Miromiro Committee for Assurance, Risk and Finance Terms of Reference
	Terms of Reference Adoption	11 December 2025
	Responsible Officer	Group Manager Corporate Services

(1) Kaupapa / Purpose

The purpose of Te Miromiro Committee for Assurance, Risk and Finance 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) Ngā Huānga / 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.

Kahika / Mayor Moko Tepania is an ex-officio member of all Committees.

Graeme McGlinn – Chairperson and Independent Member

Cr John Vujcich -Deputy Chairperson

Cr Rachel Baucke

Cr Hilda Halkyard-Harawira

Cr Felicity Foy

Cr Davina Smolders

Graham Naylor - Independent Member

(3) Kōrama / Quorum

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

(4) Ngā Hui / Frequency of Meetings

The Committee shall meet every 12 weeks.

(5) Ngā Apatono / Power to Delegate

The responsibilities, duties and powers of the Committee are subject to the prohibition on delegation of powers under Clause 32(1), Schedule 7, Local Government Act 2002, and any other restrictions on delegation under any other relevant legislation.

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

(6) Ngā Herenga Paetae / Responsibilities

The Committees responsibilities are described below:

6.1 Financial systems and performance of the Council

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

6.2 Risk Management

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

6.3 Internal Audit and Controls

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

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

(7) Ngā Ture / Rules and Procedures

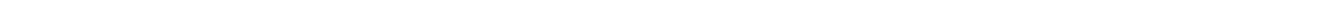
Council's Standing Orders and Elected Member Code of Conduct apply to all meetings.

(8) Reporting and Review of Committee Terms of Reference

In December of each year, the Responsible Officer alongside Democracy Services will submit a report to Council. The report will summarise the activities of the Committee and how it has contributed to the

Council's governance and strategic objectives. This will look at whether the Council are meeting the full requirements of the Committee Terms of Reference and whether any amendments are required to the Committees terms of reference to increase efficient and effective decision making.

The Terms of Reference of the Committee will be reviewed as part of this report but can be amended by Council at any point throughout the term.



Far North District Council
Te Miromiro Committee for Assurance, Risk and Finance Meeting
will be held in the Council Chamber, Memorial Ave, Kaikohe on:
Tuesday 12 May 2026 at 10:00 am

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1 KARAKIA TĪMATANGA / OPENING PRAYER

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

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

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

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

3 NGĀ TONO KŌRERO / DEPUTATION

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

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

4.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A5672868

Author: Rhonda-May Whiu, 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 meetings.

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro Committee for Assurance, Risk and Finance confirm the minutes of the meeting held 17 February 2026 are true and correct.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

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

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

ATTACHMENTS

- 1. 2026-02-17 Te Miromiro Committee for Assurance, Risk and Finance Minutes - A5584227**



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.	There are no implications for Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example, youth, the aged and those with disabilities).	This report is asking for minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

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Te Miromiro Committee for Assurance, Risk and Finance Meeting Minutes

17 February 2026

**MINUTES OF FAR NORTH DISTRICT COUNCIL
TE MIROMIRO COMMITTEE FOR ASSURANCE, RISK AND FINANCE MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVE, KAIKOHE
ON TUESDAY, 17 FEBRUARY 2026 AT 10:00 AM**

- PRESENT:** Chairperson Graeme McGlinn, Deputy Chairperson John Vujcich, Cr Rachel Baucke, Cr Felicity Foy, Cr Hilda Halkyard-Harawira, Cr Davina Smolders, (Ex-officio Member) Kahika - Mayor Moko Tepania
- IN ATTENDANCE:** Cr Arohanui Allen, Te Hiku Community Board Chairperson Bill Subritzky, Te Kōhepu – Deputy Mayor Chicky Rudkin
- STAFF PRESENT:** Guy Holroyd (Chief Executive Officer) Jacine Warmington (Group Manager-Strategic Relationships), Charlie Billington (Group Manager - Corporate Services), Aaron Taikato (Group Manager – Te Hono), Tanya Proctor (Head of Infrastructure), Hillary Sumpter (Group Manager - Deliver and Operations), Aisha Huriwai (Manager - Democracy Services), Imrie Dunn (Democracy Advisor), Margriet Veenstra (Manager – Property Information & Business Compliance), Michelle Sharp (Team Leader – Business Compliance), Rebecca Rowsell (Senior Solicitor), Ian Wilson (Manager – Health Safety & Wellbeing), Joshna Panday (Risk & Assurance Specialist), Emma Healy (Chief of Staff), Zena Tango (Team Leader – Transaction Services), Ken Macdonald (Chief Financial Officer)

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10:00 am, Kahika Moko Tepania commenced the meeting with a karakia.

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

Nil

3 NGĀ TONO KŌRERO / DEPUTATION

Nil

4 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

4.1 REVENUE RECOVERY REPORT AS AT 31 DECEMBER 2025

Agenda item 4.1 document number A5543204, pages 10 - 18 refers.

RESOLUTION 2026/1

Moved: Deputy Chairperson John Vujcich

Seconded: Chairperson Graeme McGlinn

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

CARRIED

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Te Miromiro Committee for Assurance, Risk and Finance Meeting Minutes 17 February 2026

Note: Staff to investigate whether there are any legislative barriers to changing rates payment frequency from quarterly to monthly or weekly, with findings to be included in a future report to Te Miromiro Committee for Assurance, Risk and Finance.

Secretarial note: Members emphasised the importance of monitoring trends over time as policy and process improvements take effect.

At 10:24 am, (Ex-officio Member) Kahika - Mayor Moko Tepania left the meeting, and returned at 10:27 am.

4.2 CHIEF OF STAFF REPORT Q2 2025- 2026 (OCTOBER - DECEMBER)

Agenda item 4.2 document number A5556075, pages 19 - 27 refers.

RESOLUTION 2026/2

Moved: Cr Davina Smolders

Seconded: Deputy Chairperson John Vujcich

That Te Miromiro Committee for Assurance, Risk and Finance receive the report Chief of Staff Report Q2 2025- 2026 (October - December).

CARRIED

4.3 HEALTH, SAFETY AND WELLBEING REPORT

Agenda item 4.3 document number A5561315, pages 28 - 32 refers.

RESOLUTION 2026/3

Moved: Cr Davina Smolders

Seconded: Deputy Chairperson John Vujcich

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

CARRIED

Secretarial note: Elected Members requested clarification and confirmation of the health and safety processes, resources, and support available to them, including incident reporting, access to equipment and training, and participation in wellbeing programmes.

4.4 FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2025

Agenda item 4.4 document number A5572026, pages 33 - 37 refers.

RESOLUTION 2026/4

Moved: Deputy Chairperson John Vujcich

Seconded: Chairperson Graeme McGlenn

That Te Miromiro – Assurance Risk and Finance Committee receive the Far North District Council Financial Report for the period ending 31 December 2025.

CARRIED

Secretarial note: It was clarified that this Committee will continue to receive oversight of financials and risks across the organisation, including capital works, but that the detail and procurement and

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further detail on the capital works projects will be reported at Te Koukou Committee for Transport and Infrastructure.

Meeting adjourned at 11:56 am, and resumed at 12:11 pm.

5 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2026/5		
Moved: Deputy Chairperson John Vujcich Seconded: Cr Davina Smolders		
That the public be excluded from the following parts of the proceedings of this meeting.		
The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:		
General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
5.1 - Contingent Liabilities - litigation and emerging claims	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
5.2 - Risk Management Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
5.3 - Review of Fraud Risk Controls	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
5.4 - Tender Panel and Procurement Activity Update 1 Oct - 31 Dec 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	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

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	<p>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>	<p>exist under section 6 or section 7</p>
<p>5.5 - Audit Report Recommendations Update</p>	<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 officers or employees of any local authority</p>	<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</p>
CARRIED		

CONFIRMATION OF INFORMATION AND DECISIONS TO BE RELEASED IN PUBLIC

At the conclusion of the public excluded discussion, Te Miromiro Committee for Assurance, Risk and Finance resolved that the information and decisions contained in the part of the meeting held with public excluded remain in public excluded, noting that the Chief Executive has delegated authority to release such information when deemed appropriate.

6 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

At 2:01 pm, Chairperson Graeme McGlinn closed the meeting.

7 MEETING CLOSE

The meeting closed at 2:01 pm.

The minutes of this meeting will be confirmed at the Te Miromiro Committee for Assurance, Risk and Finance Meeting held on 12 May 2026.

.....
CHAIRPERSON

5 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

5.1 FUEL SUPPLY DISRUPTION RISK – MITIGATION AND CURRENT RISK POSITION

File Number: A5729774

Author: Joshna Panday, Risk & Assurance Specialist

Authoriser: Charlie Billington, Group Manager - Corporate Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Miromiro – Assurance, Risk and Finance Committee with an update on Council's management and mitigation of the Fuel Supply Disruption Risk.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

This report provides an overview of the preparedness actions undertaken to date, the assurance activity completed, and Council's current residual risk position in relation to fuel supply disruption.

This report is based on information available as at 17 April 2026. As the fuel supply risk is evolving, further updates may be provided at the meeting.

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro Committee for Assurance, Risk and Finance receive the report Fuel Supply Disruption Risk – Mitigation and Current Risk Position.

TĀHUHU KŌRERO / BACKGROUND

In response to emerging national fuel security concerns and wider geopolitical and supply chain risks, Council has proactively undertaken a programme of work to understand and mitigate the potential impacts of fuel supply disruption on service delivery, financial sustainability, and organisational resilience.

Fuel availability is a critical dependency for a number of Council operations and contracted services, including roading, water and wastewater services, solid waste, regulatory activity, and emergency response. Recognising this exposure, management has adopted a preparedness-focused approach to ensure Council is well positioned should national or regional fuel constraints escalate.

The Fuel Supply Disruption Risk has now been formally entered into the Riskconnect system as an operational risk.

The risk incorporates management around a disruption to fuel supply, including shortages, allocation, rationing, or sustained price escalation, reduction of Council and contractor access to fuel required to deliver critical services, resulting in reduced service levels, increased costs, and reduced resilience during emergency events.

The inherent risk rating for this risk is assessed as High, reflecting Council's exposure to external supply chain risks and reliance on fuel-dependent services. Following mitigation activities currently in place, the residual risk remains as High, due to the impact of the risk resting out of Councils control and reliant on wider geopolitical and supply chain shifts.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

To actively manage this risk, Council has adopted key mitigation and assurance activities to reduce the risk exposure and enhance resilience. The following controls are currently in place:

1. Fuel Contingency Planning

Council has developed and implemented a **Fuel Contingency Response Plan (2026)** aligned to national escalation frameworks and central government guidance. The plan adopts a phased approach focused on preparedness, demand reduction, and prioritisation of critical services.

Key elements include:

- Clear escalation phases and triggers
- Identification of critical services and activities
- Measures to reduce organisational fuel demand (hybrid working, reduced travel, fleet prioritisation)
- Integration with Council's broader emergency and business continuity arrangements

This work strengthens Council's ability to respond in a structured and controlled manner should fuel constraints arise.

A copy of the framework is **attached**.

2. Contractor Fuel Supply and Delivery Assurance

Recognising Council's reliance on third-party contractors for essential services, a comprehensive **Contractor Fuel Supply & Delivery Assurance Programme** has been implemented.

Through this programme, all contractors have been required to provide information on:

- Fuel dependency and criticality to service delivery
- Fuel stockholding arrangements and duration of coverage
- Guaranteed supply arrangements or exposure to allocation and rationing
- Anticipated service impacts under constrained fuel scenarios
- Potential financial impacts, including fuel surcharges and cost escalation

This information provides Council with improved visibility over service continuity risks and enables targeted engagement with contractors most exposed to fuel disruption.

A copy of the Form used by contractors to provide this information is **attached**.

3. Service Prioritisation and Demand Management

As part of the contingency planning work, Council has reviewed services and activities to distinguish between **critical and non-essential delivery**, enabling informed prioritisation should fuel supply become constrained.

Planned mitigation measures include:

- Deferral or scaling back of non-essential activities
- Prioritisation of fuel allocation to critical services
- Reduced fleet usage and travel controls
- Hybrid and remote working arrangements to lower demand

These measures provide flexibility to maintain essential services while managing fuel availability pressures.

4. Governance, Monitoring and Oversight

Fuel supply risk has been subject to active oversight through:

- Regular discussions at SLT and Weekly Leaders calls
- Clear accountability for monitoring fuel risk indicators and contractor impacts

- Alignment with national guidance and inter-agency communications

This ensures emerging risks, service impacts, and cost pressures are identified early and escalated appropriately.

The Risk Heatmap for the Fuel Supply Disruption Risk is **attached** to this report for the Committee's information. The heatmap reflects the inherent and residual risk ratings and aligns with Council's approved risk management framework.

Next Steps




Management will continue to:

- Analyse and update contractor fuel assurance information during elevated fuel risk periods
- Monitor national announcements and fuel security indicators
- Integrate fuel disruption scenarios into Business Continuity Planning
- Provide updates through governance forums as required

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

There are no immediate budget implications arising from this report; however, potential fuel cost escalation and contractor price impacts will continue to be monitored and managed through existing financial and governance processes.

ĀPITIHINGA / ATTACHMENTS

1. **FNDC Fuel Contingency Response Plan (2026) - A5729941** [↓](#) 
2. **FNDC_Contractor_Fuel_Assurance_Form_final - A5736690** [↓](#) 
3. **Risk Heatmap Report - Fuel Supply Affecting Council Service Delivery and Costs - A5729298** [↓](#) 

FNDC Fuel Contingency Response Plan (April 2026)

Escalated response to fuel disruption across staff, services, operations, and community impacts

Phase	Staff Support	Council Services	Operational Delivery	Communities & External Impacts
<p>Phase 1 - Watchful (Monitoring & Planning)</p> <p>Issue: Affordability Goal: Preparation and Readiness</p>	<ul style="list-style-type: none"> • 3 days in office per week • Ensure you are set up to work effectively from home if required • Efficient transport options encouraged (carpooling, biking, or walking) • Online internal and public meetings encouraged • Identify critical staff roles • Weekly update comms 	<ul style="list-style-type: none"> • Identify critical vs non-essential services • Assess impacts if critical services fail • Plan other potential service impacts • Stock fuel for critical sites 	<ul style="list-style-type: none"> • Engage with contractors to understand their fuel risks and continuity plans • Assess cost escalations for contracts and projects • Assess fleet usage and dependency on fuel 	<ul style="list-style-type: none"> • Engage iwi, hapū and community groups to understand potential welfare needs • Prepare approach to managing public expectations • Consider suspending parking enforcement activities
<p>Phase 2 - Precautionary (Voluntary Reduction)</p> <p>Issue: Affordability and Supply Goal: Implementing the plans in Phase 1 to mitigate disruption</p>	<ul style="list-style-type: none"> • Encourage 2 days in office per week • Implement carpooling coordinator (TK3 form) • Continue to encourage internal and public meetings online • Limit fleet usage • Redeploy staff where required • Explore financial assistance (e.g. hardship support) and encourage use of existing provisions (e.g. AL payout) • Support to managers 	<ul style="list-style-type: none"> • Prioritise delivery of critical services • Review delivery of priority and non-essential services • Consider risk analysis to key projects (e.g. ERP, LTP, EECA CRP, NWDW and LG Reform) 	<ul style="list-style-type: none"> • Liaise with contractors on continuity plan implementation • Prioritise contract work and pause lower priority projects • Increase security of fuel assets and storage (WWTP) 	<ul style="list-style-type: none"> • Provide proactive public messaging • Consider options to support community affordability • Liaison with volunteer and priority services groups • Liaison with Iwi, hapū and community groups
<p>Phase 3 - Managed (Fuel Restrictions)</p> <p>Issue: Supply Goal: Ensure that critical services continue to run</p>	<ul style="list-style-type: none"> • Fully Work from Home (WFH) • Restrict travel to critical staff only • Fleet vehicles available for critical staff carpooling • Proactive welfare engagement 	<ul style="list-style-type: none"> • Deliver critical services only • Liaise with Government / Regulators on impacts to key internal projects 	<ul style="list-style-type: none"> • Limit operations to critical contract work only • Adjust or pause major projects • Further increase security measures and/or relocate fuel assets 	<ul style="list-style-type: none"> • Increase public communication and support welfare responses • Partner with iwi, hapū and community networks
<p>Phase 4 - Protected (Fuel Rationing)</p> <p>Issue: Supply Goal: Sustaining critical services and wellbeing under severe fuel constraints</p>	<ul style="list-style-type: none"> • Full restriction and use of fleet vehicles; save for emergencies • Heightened focus on wellbeing support to all staff 	<ul style="list-style-type: none"> • Manage impacts of service failure • Lodge complaints for later follow-up • Adjust scope and deliverables of key internal projects 	<ul style="list-style-type: none"> • Undertake emergency-only operations and reallocate fuel to priority services (see attached) • Activate contingency responses where services cannot be maintained 	<ul style="list-style-type: none"> • Manage impacts of service loss on the community • Provide targeted welfare support, particularly for isolated groups

Critical, Priority and Non-Essential Services

Activity or Service	Fuel Dependency	Classification	Notes
Water & Wastewater Operations and Maintenance	Very High	Critical	
Solid Waste Collection	High	Critical	
Cemeteries Operations	High	Critical	
Regulatory – Public Health (EH, dangerous buildings, dog attacks (P1))	Medium-High	Critical	
Customer Contact Centre (incl. after-hours)	Low	Critical	Team is prepared to work remote to ensure continued service, including after hours.
Communications	Low	Critical	Weekly updates on fuel situation on all Council public comm channels.
Finance (rates, payments, payroll)	Low	Critical	
People & Capability (P&C, payroll)	Low	Critical	
HSW	Medium	Critical	
Information Systems / IT (core systems)	Low (mostly remote)	Critical	
Roading Maintenance	Very High	Priority	
Community Facilities Maintenance (parks, halls, etc)	High	Priority	
Planning Consents	Low	Non-Essential	
Growth, placemaking and resource management planning	Low	Non-Essential	
Roading Projects / capital works	High	Non-Essential	
Community / Engagement / Strategy Work / Climate Adaptation	Low	Non-Essential	
Community Libraries (Hubs and satellite libraries)	Low	Non-Essential	Operational through phase 2, with limited hours.
i-Sites	Low	Non-Essential	Operational through phase 2, with limited hours.
Community development - grants, committees, CCO's	Low	Non-Essential	

Critical services (must continue / highest priority for fuel and staffing): Services that, if interrupted within 0–72 hours, are likely to cause serious harm to public health/safety, major environmental harm, breach of statutory duties, or significant loss of essential Council capability.

Priority services (keep going where practicable; may be reduced/scoped): Services that can be reduced for a period (days–weeks) with manageable impacts but should be maintained where possible because they protect assets, maintain access, or prevent escalation of issues.

Essential services are the subset of activities required to keep Critical services operating. That includes:

- The critical services themselves, plus
- The minimum enabling functions (e.g., rostered HSW, payroll, ICT, comms, after-hours response, procurement/fleet support).

Non-essential services (defer / pause first): Work that can be paused with limited short-term risk and/or can be recovered later without major harm.



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Contractor Fuel Supply & Delivery Assurance

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

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

1 Contractor and Contract Details

Q1 Contractor name *

Legal trading name

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

Contract name(s) and/or reference numbers

Q3 Key contact person for fuel supply and operational continuity *

Full Name

Role / Position

Phone

Email

Alternate contact person (Optional)

Full Name

Role / Position

Phone

Email

Q4 Date of response *

Date (DD/MM/YYYY)

2 Fuel Dependency and Usage Profile

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

Select all that apply

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

Other fuel type(s)

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

Volume (litres)

Notes / context (e.g. seasonal variation)

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

- Yes
- No
- Partially — please explain below:

Explanation (if Partially selected)

Q7A Service-to-Fuel Mapping (Schematic Overview)

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

Please provide a one-page schematic that shows:

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

The schematic should:

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

- Attached Not available — please explain why

Notes / explanation (if not available):

3 Fuel Stockpile and Supply Arrangements

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

- Yes
- No

Q9 If yes — please specify your current stockpile details

Estimated volume held (litres)

Days / weeks of contract delivery supported

Q10 Where is fuel stored? *

Select all that apply

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

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

- Yes
- No

Q12 If yes — please outline supplier arrangements

Supplier name(s)

Priority access / contractual guarantees

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

- Yes — please describe below
- No

Description of supplier communication

4 Impact of Fuel Shortage on Contract Delivery

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

*

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

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

List specific services, activities, or work programmes

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

- Yes — please specify below
- No

Activities that could be deferred and likely deferral period

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

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

Describe mitigation approach and estimated effectiveness

5 Fuel Surcharges and Cost Impacts

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

- Yes
- No

Q19 If yes — please provide surcharge details

Effective date

Basis for calculation

Estimated % or cost impact on FNDC invoices

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

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

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

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

6 Business Continuity and Contingency Planning

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

- Yes
- No

Q23 Have fuel disruption scenarios been tested or considered previously?

- Yes — briefly describe below
- No

Description of past testing or scenario consideration

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

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

7 Dependencies and Risks

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

e.g. subcontractors, suppliers, transport routes

Describe key dependencies and how they might be affected

--

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

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

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

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

8 Communication and Escalation

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

Full Name

Role / Position

Phone

Email

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

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

Specify notice period

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

- Yes
- No

9 Declaration

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

Q31 Declarant details *

Full Name

Role / Title

Signature / Electronic confirmation (type full name)

Date (DD/MM/YYYY)

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

RETURN THIS FORM TO

Far North District Council — Contract Management Team

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

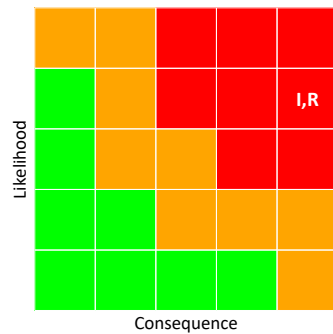
CONFIDENTIALITY

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

Operational Risk

RO147	Fuel Supply Disruption Affecting Council Service Delivery and Costs			
Risk Categories: Customer Service Delivery, Financial	Responsible Manager: Ruben Garcia	Executive Owner(s): Strategic Leadership Group	Last Reviewed Date:	Next Review Date: 28 Apr, 2026
Far North District Council				

Individual Heatmap



- I Inherent Risk Assessment
- R Residual Risk Assessment
- T Target Risk Assessment

Causes

- Disruption to national or regional fuel supply (shortages, allocations, rationing or sustained price escalation)
- Reduced access to fuel by Council and Contractors
- Central government fuel security escalation announcements
- Contractor reports of fuel allocation, rationing, or stock depletion
- Introduction or escalation of fuel surcharges on Council contracts

Treatment Decision: Reduce

Residual Controls

Control Title	Control Owner	Control Effectiveness Rating	Next Review Date
Contractor Fuel Supply & Delivery Assurance Forms	Strategic Leadership Group	Partially Effective	30 Apr, 2026
Control Comment: Contractor Fuel Supply & Delivery Assurance forms capturing fuel dependency, stockpiles, supply arrangements, service impacts, and financial risks Targeted engagement with contractors delivering essential services			
Fuel Contingency Response Plan (2026)	Ruben Garcia	Substantially Effective	30 Apr, 2026
Control Comment: Council-wide Fuel Contingency Response Plan aligned to national escalation frameworks Defined response phases focused on preparedness, fuel demand reduction, and service prioritisation			

Residual Solutions

Risk Treatment Action Title	Action Owner	Action Status	% Completed	End Date	Performance
Ongoing analysis of contractor fuel assurance data	Strategic Leadership Group	Ongoing	50	28 Apr, 2026	N/A
Comment: This ongoing action contributes to governance monitoring and oversight					
Targeted follow-up with high-risk or fuel-critical contractors	Strategic Leadership Group	In Progress	30	28 Apr, 2026	GREEN
Comment: Gathered information around Contractor fuel position enables governance decisions around targeted follow-up with high-risk or fuel-critical contractors					

5.2 REVENUE RECOVERY REPORT AS AT 31 MARCH 2026

File Number: A5711554

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 second report for the financial year 2025-26 and provides information on quarter 3 actions since the last Te Miromiro Committee meeting 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 Committee for Assurance, Risk and Finance receive the report Revenue Recovery Report as at 31 March 2026.

TĀHUHU KŌRERO / BACKGROUND

General Title Rates and General Title Water

This document has been prepared to outline the arrears balances for rates, water, and sundry debt as of 31 March 2026 (third quarter) 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

The current balance of General Title Rates owed for the 2025/2026 rating year \$36,401,191.44 and \$3,318,577.95 for General Title Water.

We have received \$108,619,912.80 towards General Title Rates 2025/2026.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

General Title rates and water debt

Key actions since the last report:

- Issued first notice of mortgage demand to the 5 major institutions.
- Continued to devote a large amount of team resources to collection of outstanding debt for rates and sundry debtors.
- Working with external law firm to start further recovery action.
- Memorandums received from external law firm to support reports to Council to endorse rating sales.
- The team now has the ability to lodge credit defaults for sundry debtors where appropriate.

Next actions:

- Provide Council reports to endorse rating sales.

- Issue final demand notice to all major financial institutions.
- Continue collaboration with Building and Planning to reduce sundry debtor arrears.
- Continue with recovery action for rates and water.
- Follow new recovery process for sundry debtors.
- Rating sale tender closes.

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.
- 36% of properties have last year's rates in arrears (2024-2025 year) and 20% have 2 years of arrears (2023-2024 year). Revenue Recovery continues to contact these owners by phone, email, or letter. Any water arrears are picked up at the same time.
- 11% of these accounts have arrears of 3 or more rating years (2022-2023 year and all prior 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 15% since the start of 1 July 2025 year. Signed off Māori Freehold Land remissions made up 9% (\$668,739.25) of 2025/2026 rating year of rating relief remissions (See footnote A.2 in attachments). The water rates have increased approximately 33% since 1 July 2025. (See footnote A.3 in attachments)

The current balance of Māori Freehold Land Rates owed for the 2025/2026 rating year \$3,318,577.95 and for Māori Freehold Land Water \$59,349.49.

We have received payments of \$2,029,268.04 towards Māori Freehold Land 2025/2026.

Māori Freehold Land Property Reviews

A total arrears balance of \$16,045.34 has been written off Far North District Council rates (non-rateable land under the Whenua Māori Amendment Act 2021) since 1 July 2025.

The total CE write-offs under Section 90 of the Whenua Māori Amendment Act 2021 processed since 1 July 2025 is \$95,361.53.

Sundry debtors debt

The total sundry debtors aged debt balance has increased since the start of the year.

Since the prior report, debt for the resource consent department has decreased while the debt for building consent department has increased.

The Revenue Recovery team continues to work closely with the Resource Consents department to manage the resource consent debt. This collaboration is beginning to deliver positive results, with a gradual reduction in outstanding debt.

(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.

ĀPITIHINGA / ATTACHMENTS

- 1. Revenue recovery report attachment 31 March 2026 - A5731285**  

Footnote A.1 General Title Rates and Water arrears comparison

Current quarter 2025-2026

(Please note due to The Local Government Rating Act, period 2024-2025 rates invoiced 30 June 2025. Current rates do not get reflected till the end of 2025-2026 rating year.)

General Title Rates 2025-2026 31 March 2026							
General Title Rates Categories	2024-2025	2023-2024	2022-2023	2021-2020	2020+	Total	# accounts
Abandoned Land	80,189	73,557	64,864	57,045	120,499	396,154	39
Payment Arrangement	33,342	8,326	2,248	1,539	1,482	46,937	16
Deceased Rate Payer	109,086	85,601	73,578	64,724	117,283	450,272	49
Mortgage Run 2024-2025	2,733,885	887,966	574,004	433,014	714,224	5,343,093	1,284
Legal Action Commenced (external)	102,895	88,199	90,214	82,297	368,478	732,084	46
Legal Action Commenced (FNDC)	37,692	33,942	31,166	29,969	98,769	231,538	13
Liquidation	2,463	2,286	2,183	2,074	3,904	12,910	2
Direct Debit	249,814	61,836	33,233	22,914	13,470	381,267	131
Debt recovery action to commence	647,201	1,007,475	710,311	532,858	596,953	3,494,798	269
Rates Total	3,996,567	2,249,189	1,581,801	1,226,434	2,035,062	11,089,054	1,849

Note: Approximately 3% of yearly rates invoiced for 2024-2025 Year is at debt recovery stage or mortgage demand stage.

Year on year quarter comparison 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	308,475	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

Current quarter 2025-2026

General Water Arrears 2025-2026 31 March 2026							
General Title Water Categories	2024-2025	2023-2024	2022-2023	2021-2020	2020+	Total	# accounts
Abandoned Land	-	-	-	-	-	-	-
Payment Arrangement	2,316	1,569	-	-	-	3,884	2
Deceased Rate Payer	21,135	14,133	10,919	6,993	36,607	89,787	13
Mortgage Run 2024-2025	418,239	113,277	57,954	34,864	44,451	668,785	473
Legal Action Commenced (external)	6,468	4,525	6,550	9,548	33,858	60,949	8
Legal Action Commenced (FNDC)	4,674	2,801	4,373	6,074	19,622	37,544	4
Liquidation	-	-	-	-	-	-	-
Direct Debit	160,965	67,231	23,978	15,929	23,518	291,622	123
Debt recovery action to commence	207,418	127,021	65,374	35,045	41,372	476,230	145
Water Total	821,214	330,558	169,149	108,453	199,427	1,628,802	768

Year on year quarter comparison 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

Footnote A.2 Māori Freehold Land Rates and Water

Current quarter 2025-2026

MFL Rates Arrears 2025-2026 31 March 2026							
MFL Rates Categories	2024-2025	2023-2024	2022-2023	2021-2020	2020+	Total	# accounts
Payment Arrangement	13,208	10,850	4,557	3,010	605	32,230	6
Deceased ratepayer	27,413	23,754	21,850	20,826	45,540	139,384	13
Direct debit	50,350	36,033	28,804	24,071	60,795	200,053	33
Abandoned Land	4,900	4,524	3,851	3,683	10,750	27,707	2
Debt recovery action to commence	2,474,263	2,339,381	1,984,635	1,908,029	3,979,747	12,686,055	1,133
Rates Total	2,570,134	2,414,543	2,043,697	1,959,618	4,097,437	13,085,428	1,187

Year on year quarter comparison 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

Current quarter 2025-2026

MFL Water Arrears 2025-2026 31 March 2026							
MFL Water Categories	2024-2025	2023-2024	2022-2023	2021-2020	2020+	Total	# accounts
Payment Arrangement	1,749	611	-	-	-	2,360	1
Direct Debit	3,033	5,093	1,975	274	-	10,374	3
Debt recovery action to commence	62,549	42,948	29,818	29,822	83,713	248,849	40
Water total	67,330	48,651	31,792	30,096	83,713	261,583	44

Year on year quarter comparison 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

Footnote A.3 Sundry Debtors

Current quarter 2025-2026

Sundry Debtors Aged Period Report as at 31 March 2026						
Category	30 Days	60 Days	90 Days	90 Days +	Total	% Debt
Sundry	322,640	26,260	21,397	332,472	702,769	23%
Bookings	-	-	1,200	-	23,676	1%
Septage	1,365	-	-	1,851	3,216	0%
Refuse	-	-	-	3,027	3,027	0%
Building	170,679	36,640	3,944	986,437	1,197,701	39%
Resource	64,612	10,163	1,232	988,324	1,064,331	34%
Liquor	16,043	182	-	1,852	18,077	1%
Health	8,378	4,469	-	64,269	77,116	2%
Total	583,719	77,714	27,773	2,378,232	3,089,913	100%

Note:

- Resource consents team now engage with progress invoicing.
- \$325k Sundry Debt at 90+ days has been paid.
- \$300k Sundry Debt at 30 days has been paid.

Year on year quarter comparison 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%

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 CHIEF OF STAFF Q3 2025-26 (JANUARY - MARCH)

File Number: A5737648

Author: Philippa Boye, Project & Facilities Coordinator

Authoriser: Emma Healy, Chief of Staff

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Included in the report is information on:

- Exit interviews and analysis;
- Recruitment activity,
- Culture,
- Executive Projects, and
- Employment relations

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro Committee for Assurance, Risk and Finance receive the report Chief of Staff Q3 2025-26 (January - March).

TĀHUHU KŌRERO / BACKGROUND

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


MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

This report is Information Only.

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

Nil

ĀPITIHINGA / ATTACHMENTS

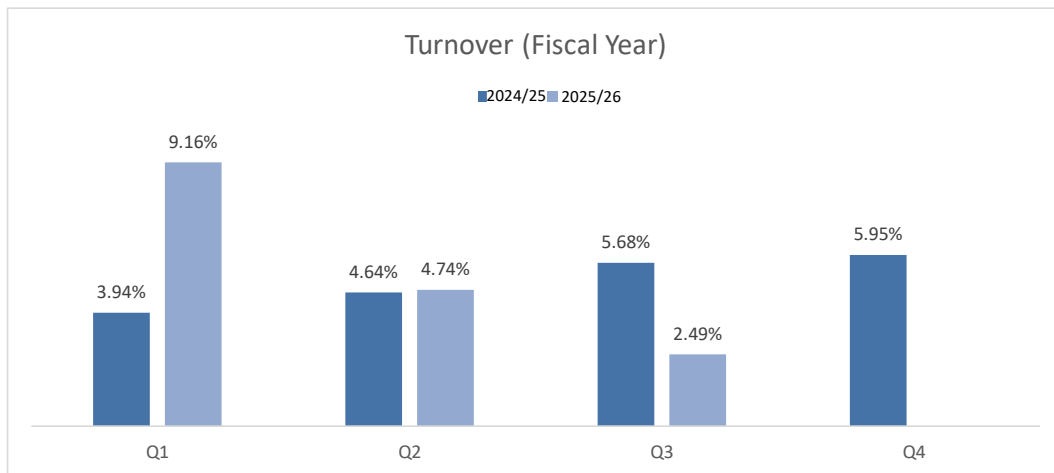
1. CoS ARF Report Q3 2025-2026 (January - March) - A5737632 [↓](#) 

**Chief of Staff Report to Te Miromiro - Assurance, Risk and Finance Committee
 Q3 2025-26 (January – March)**

TURNOVER QUARTER 3 (January – March 2026)

23 employees left FNDC in Quarter 3.

The turnover rate for this quarter is 2.49% (compared to 5.68% for the same quarter last year).



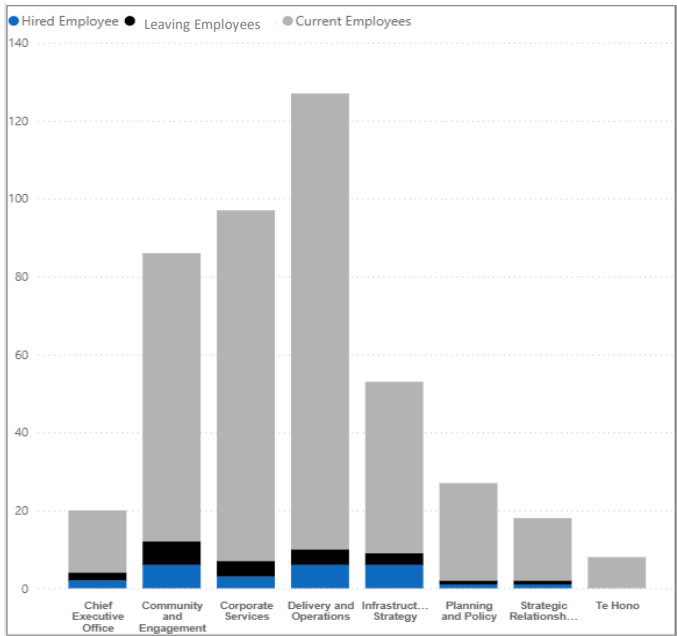
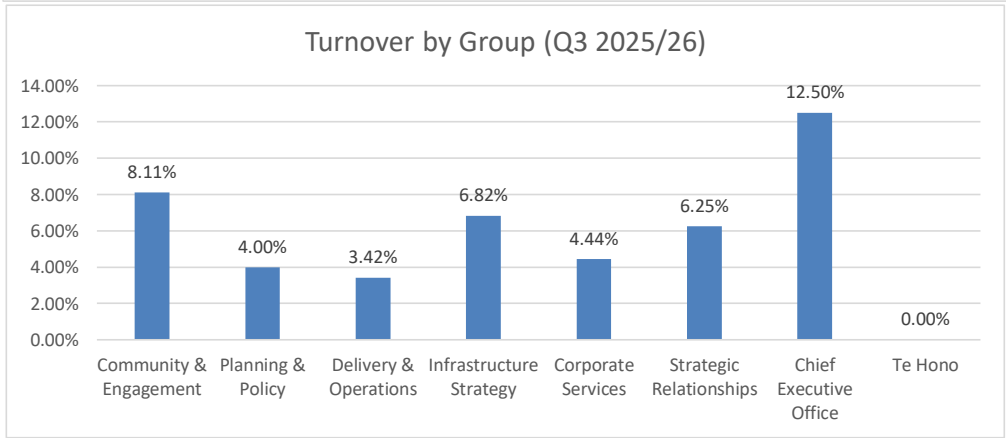
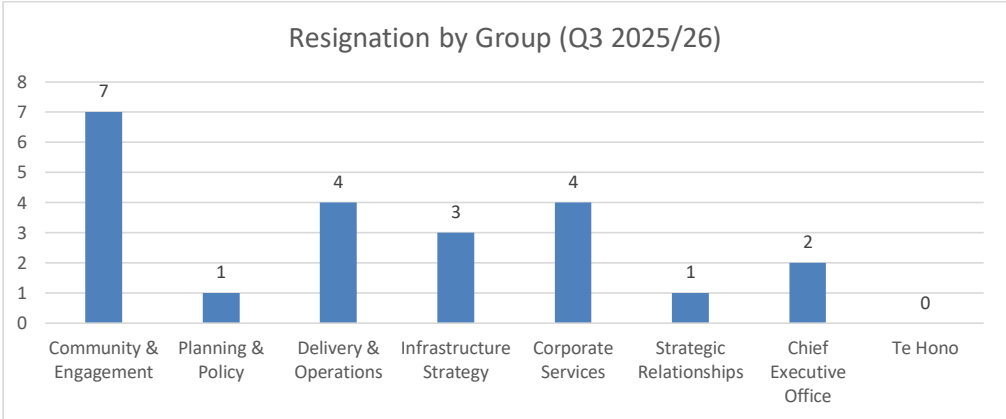
TURNOVER YEAR TO DATE (January – March 2026)

The organisation-wide year to date (YTD) total turnover is 20%. In the second month of the quarter, the Transportation team was restructured which is reflected in the statistics for Q1. The change significantly impacted turnover which is reflected within the Infrastructure Group, with 13 of the 17 leavers a result of the Transportation team restructure.

FNDC's turnover rate year to date shows a higher level of workforce churn than is typically expected for a stable operating environment. Turnover is not evenly distributed across the organisation and as noted above, one-off events can significantly impact the statistics.

For comparison, the most recent publicly available turnover information comes from two sources: Statistics New Zealand data reports the worker turnover rate (average number of employees who have joined and who have left employers compared with the average total number of jobs) for the public sector as 13.4%¹. At a national level, the Lawson Williams New Zealand Staff Turnover Survey reports national staff turnover of 21.4% in 2023. While neither measure is identical to FNDC's turnover calculation, as a comparison it places FNDC's 20% turnover rate broadly in line with the all-sector national benchmark.

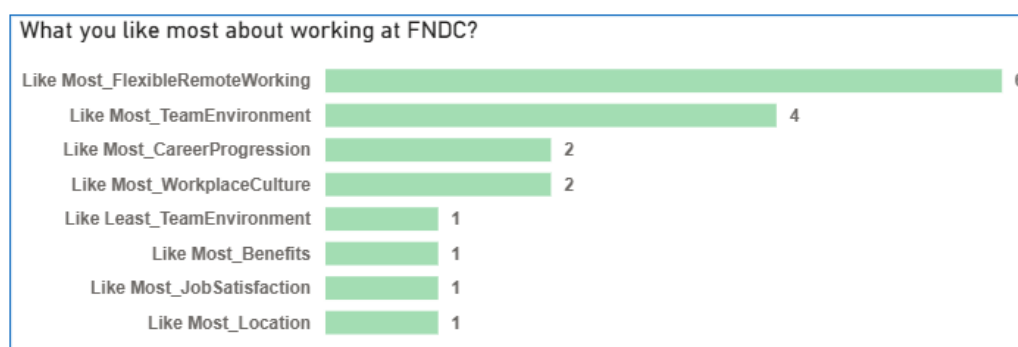
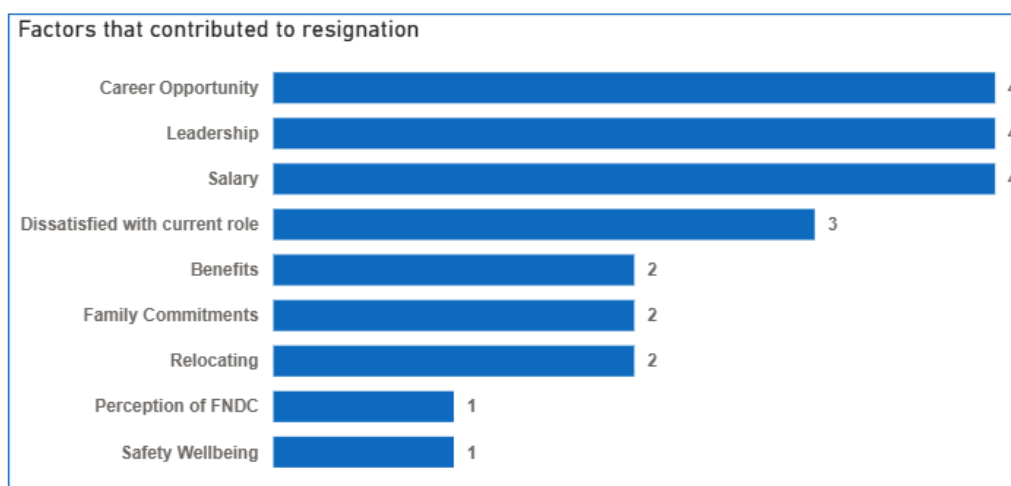
¹ [Linked employer-employee data: June 2023 quarter | Stats NZ](#)

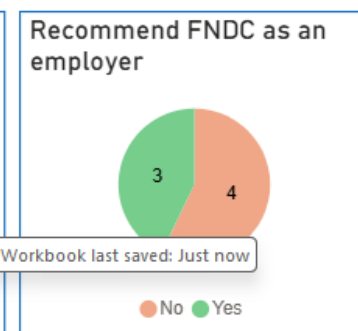
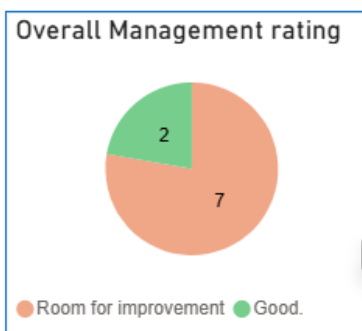
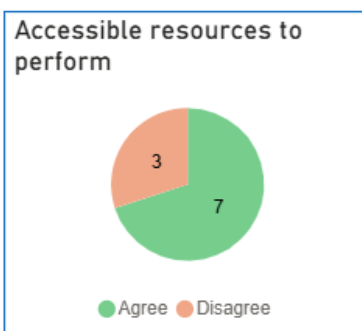
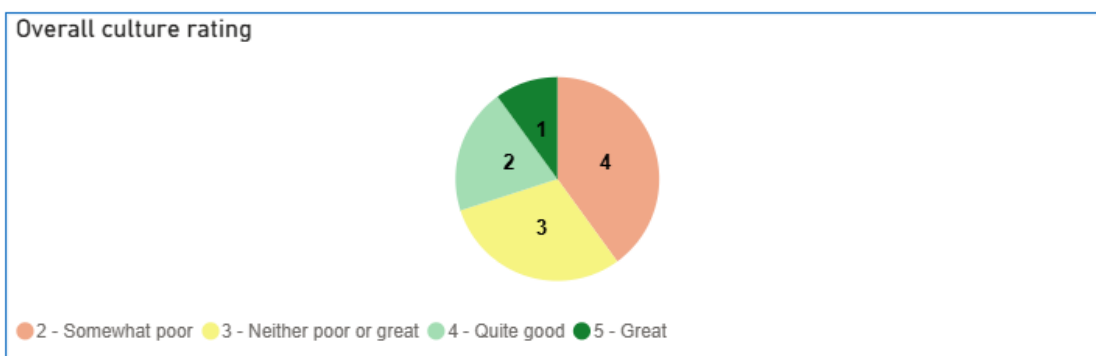
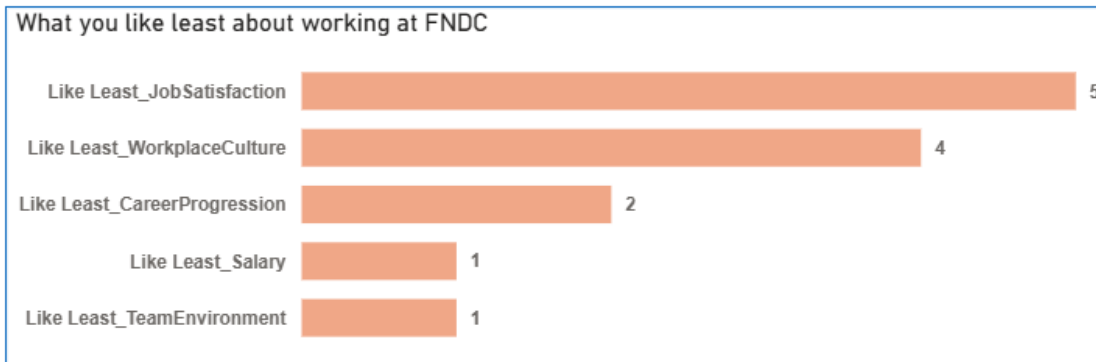


Exit Interview Analysis

	2025/26
What staff liked most about FNDC	Team environment Flexible/remote working
Key reasons for Leaving FNDC	Workplace Culture Job Satisfaction

The key reasons for leaving, and what staff liked most about FNDC are similar to the last FY 2024/25. Of those who exited FNDC, 7 chose to complete exit interviews for this quarter. The total amount of exit surveys completed for the FY to date is 23.





RESPONSE TO EXIT INTERVIEW ANALYSIS

What staff liked most about working at FNDC:

- **Flexible and Remote Working Arrangements**

Flexible working continues to be consistently identified by staff as a defining strength of the FNDC employment experience. The organisation's established hybrid working model, supported by clear guidance for people leaders, enables practical and considered approaches to flexibility that align individual circumstances with operational requirements. Through agreed, case-by-case arrangements, staff are able to balance personal, geographic, and lifestyle needs while maintaining strong connection to team objectives, service delivery expectations, and necessary on-site presence. The sustained positive feedback in this area indicates that flexibility remains a core contributor to staff engagement and retention. In order to provide relief to staff where

possible in relation to fuel prices, a fuel contingency response plan has been developed setting flexible working arrangements as phases change and is reviewed weekly.

- **Team Environment and Collaboration**

Cross-team alignment continues to be reinforced through learnings from recent People Leader offsite hui, a focused forum for leaders to align on strategic priorities, service delivery expectations, and approaches to leading through ongoing change. These support greater consistency in leadership practice and strengthened shared accountability across the organisation. In parallel, pulse engagement survey follow-up and action planning continues to promote open dialogue and collective problem-solving, sustaining a culture of collaboration that supports staff engagement and effective service delivery.

What staff liked least about working at FNDC:

- **Workplace Culture & Job Satisfaction**

Recent engagement pulse results provide reliable insight into staff job satisfaction, highlighting ongoing workplace culture pressures while also demonstrating a strong willingness from staff to share feedback and engage in improvement efforts. While many employees remain committed and engaged, the results indicate an opportunity to improve how the organisation is experienced as a place to work, particularly during periods of change. In response, the People Leaders offsite reinforced clear expectations around accountability, cross-team collaboration, and consistent people leadership, setting a shared direction for addressing these challenges. Proactive actions are underway, including structured survey follow-up and action planning through Workday Peakon, strengthened communication with teams, and a renewed focus on wellbeing, connection, and leadership consistency to support continuous improvement.

Top Reasons to Leave FNDC:

- **Career Opportunity / Salary**

Career progression continues to be a key driver of staff movement, alongside external market factors such as higher salary opportunities available outside the region and in larger urban centres. While some attrition reflects these broader labour market dynamics, FNDC actively supports internal career development through targeted learning and development initiatives and internal secondments. These opportunities enable staff to broaden their skills, take on new challenges, and build capability while retaining the security of their current roles. Collectively, these approaches remain an important mechanism for supporting workforce capability and mitigating avoidable turnover.

- **Leadership**

Staff feedback shows that strengthening leadership capability may improve the employee experience. We continue to invest in leadership development, reinforcing communication expectations, and supporting leaders at all levels to create a more connected, transparent and empowering organisational environment.

RECRUITMENT ACTIVITY

A total of 26 new employees commenced this quarter. These appointments show key leadership positions at the Strategic Leadership Team being filled (Group Manager - Delivery & Operations and Manuhautu Te Hono (Group Manager - Te Hono)). The Mayoral Office saw the appointment of the Executive Officer, as well as many other support and officer roles Council-wide.

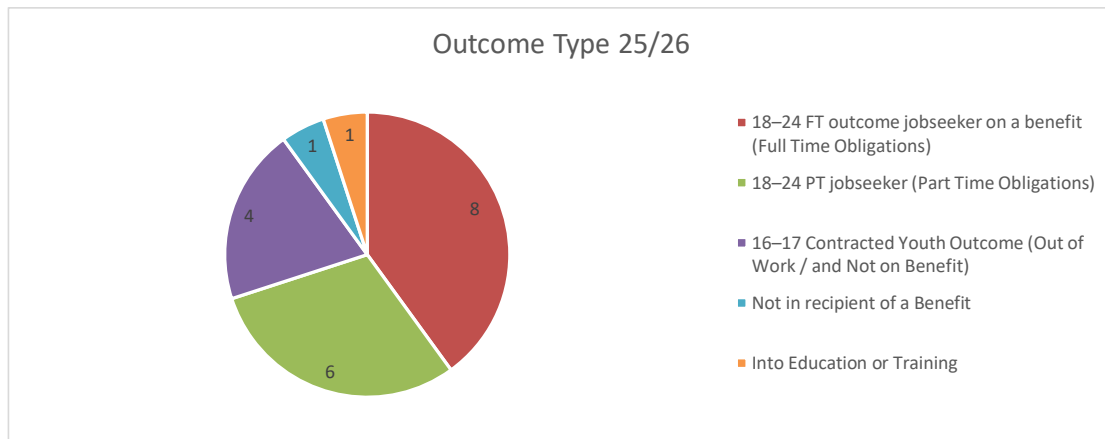
QUARTERLY NEW STARTERS

During this quarter 26 new employees started.

Position Title	Hired
Spatial Information Analyst	16-Mar-2026
Shelter Officer	16-Mar-2026
Support Officer	16-Mar-2026
Banking Services Assistant	16-Mar-2026
Senior Waters Engineer	02-Mar-2026
Building Control Officer	02-Mar-2026
Communications Advisor	02-Mar-2026
Executive Officer	16-Feb-2026
Manuhautu Te Hono - Group Manager Te Hono	16-Feb-2026
Climate Coordination & Engagement Lead	16-Feb-2026
Building Compliance Officer	16-Feb-2026
Building Support Officer	16-Feb-2026
Building Control Officer	16-Feb-2026
Visitor Information Consultant - Support	02-Feb-2026
Asset Information Officer	02-Feb-2026
Waters Design Engineer	02-Feb-2026
District Facilities Design Officer	02-Feb-2026
Building Support Officer	02-Feb-2026
Maori Services Specialist - Libraries	19-Jan-2026
Casual - Communications & Engagement Advisor	19-Jan-2026
Senior Project Manager	19-Jan-2026
Customer Service Officer - Multiskilled	19-Jan-2026
Visitor Information Consultant - Support	19-Jan-2026
Customer Service Officer - Multiskilled	19-Jan-2026
Group Manager - Delivery and Operations	19-Jan-2026
Publications Assistant	19-Jan-2026

MAYOR TASKFORCE FOR JOBS (MTFJ)

The Mayor's Taskforce for Jobs (MTFJ) is a nationwide initiative led by New Zealand mayors in partnership with central government agencies, particularly the Ministry of Social Development. Its purpose is to support young people - particularly those not in employment, education or training - into sustainable work, training or other positive pathways within their local communities. The programme works through locally delivered employment coordination, employer partnerships, wrap-around support and targeted funding, with an emphasis on removing barriers to employment and strengthening local workforce outcomes.



2025 – 2026 Contract and Placement details:

- \$179,250 (plus GST) total funding
 - \$110,000 (plus GST) at commencement of the contract – *Tranche 1*
 - \$69,250 (plus GST) when 80% of *Tranche 1* spend **and** when 14 MSD client placements have been made – *Tranche 2*
- 22 Outcomes of Employment Placements
 - 18 must be MSD main benefit clients
 - 4 are any others meeting the NEET requirements

18 placements have been made to date.

The January – March 2026 quarter continued to highlight the difficult labour market, but the MTFJ team continued to deliver and worked on strengthening the MSD and local business partnerships and making key placements of rangatahi into meaningful employment and training opportunities.

A key note for this quarter was a change in deliverables and a variation on the CEP contract. New agreed deliverables are show above, with the second tranche decreasing from \$110,000 to \$69,250, with associated decreases in placements from 27 to 22.

EXECUTIVE PROJECTS PROGRAMME

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 2-person 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, with most recently progressing the review of rent settings and seeking decisions on this, moving to implementation. Elected members received a briefing paper with a workshop scheduled in May.
- 11 Matthews Ave and its future use.
- Te Puāwaitanga including ongoing support being provided to projects relating to the future of the site.
- Development of a Property (land) Acquisition, Retention and Disposal Policy, which is currently under internal staff review.
- Establishing the future use of the Old Kaikohe Library building.
- Support has also been given to other projects such as IAF Kawakawa, Kaikohe Library & Civic Hub, Kerikeri Bypass, implementation of Development Contributions, Northland Waters Done Well, and consideration of Council landholdings and necessary processes associated with these.

Work on these projects has also identified business improvement actions and opportunities to improve processes, some of which will feed into Long Term Plan decisions, which is ongoing work.

CULTURE

1. **Quarterly Celebration** – In February we celebrated 31 new starters, during Q2 with a powhiri, 9 staff were recognised through the He Tohu Whakapau Kaha (Love Your Work) Awards, 12 staff acknowledged for volunteering to staff the Mobile Ballot Box tour during the 2025 local government election period, and 2 staff celebrated 15 years' service to FNDC and our community.
2. **Organisational Strategy** – The i competition asking teams to submit work stories linked to the strategic priorities (better informed decisions, value for money, health safety & wellbeing, people & culture, te ao Māori and service delivery), continues to keep the strategy top of mind. Team Charters include aligning work planning to the strategic priorities and supports keeping the strategy in focus across the organisation. Quarterly People Leaders Workshops are themed around a different strategic priority each time with the March workshop themed around Value for Money.
3. **Diversity, Equity & Inclusion (DEI)** – Actions are based on staff feedback and led from the DEI Oversight Committee. A DEI lens is included in policy creation, People & Capability processes, training and internal communications. Understanding Unconscious Bias in the Workplace, Neurodiversity, New Zealand Sign Language, Accessibility, Using Pronouns, Pride information, and Microaggression training is promoted across the organisation and available on our Te Ira Tangata o Te Kanunihera o Te Hiku o te Ika dedicated internal site sharing DEI

information and initiatives based on significant DEI/cultural awareness days/weeks is highlighted and celebrated via internal news channels.

4. **Engagement Survey** - To complete the embedding of the actions from the September survey the first biannual Employee Engagement Survey for 2026 was in the format of a Pulse survey with eight questions. The survey closed on 9 March. with a completion rate of 81%, five percent lower than the September 2025 survey. This participation rate is considered excellent against the global benchmark of 75%, providing a high level of data accuracy and confidence in the feedback received. The overall engagement score was 6.6 out of 10. This score is the same as the September engagement survey for the same question; however overall engagement is showing a decline with clear areas of opportunity across the organisation.

During next quarter, the focus will be supporting People Leaders to acknowledge survey feedback within their teams and to implement meaningful action plans for improvement.

5. **People Leaders workshop** – The kaupapa for the Quarterly People Leaders workshop was our strategic priority – Value for Money, held at Kerikeri Sport Complex. Sessions throughout the day focussed primarily on Leaders’ role creating Value for Money, leading in ways that maximise the value we create for our people and communities with every decision, action and interaction. Our internal Leadership in Focus Series was launched at the workshop and is a framework to strengthen leadership capability across the organisation which supports our six organisational strategy priorities.
6. **Continuous Improvement Plan** – The Organisational Development team deliver sessions to improve the sharing and accessibility of information, sharing tools and resources for efficiency and workplan alignment. The collaboration with Customer Service teams providing customer experience training has now been rolled out to the whole organisation and is BAU mandatory training. Team Management Profile sessions held to support collaboration and team culture. Process improvement initiatives are documented utilising ProMapp as efficiencies are identified across Teams. The Change Management Framework has been launched and training sessions scheduled from this quarter. Bespoke training is being developed by the Organisational Development team as needs and requests are identified. Support for teams is continuous and further improvement initiatives will be rolled out over the coming months.

EMPLOYMENT RELATIONS

	Quarter One (July - Sept 2025)	Quarter Two (Oct – Dec 2025)	Quarter Three (Jan – March)	Financial Year to Date / Total (July 2025 – Jun 2026)
Number of personal grievances (completed)	1	1	7	9
Negotiated exits & medical retirements	0	2	1	3

* the personal grievances resolved PGs for Q3 related to the Transport realignment which occurred in Q2.

5.4 FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2026

File Number: A5742503

Author: Ken Macdonald, Chief Financial Officer

Authoriser: Charlie Billington, Group Manager - Corporate Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide an overview and information on the current financial position and performance of the Far North District Council for the period ending 28 February 2026.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

This report provides a summary overview, Statement of Financial Performance and Capital Financial Performance.

TŪTOHUNGA / RECOMMENDATION

That Te Miromiro Committee for Assurance Risk and Finance receive the Far North District Council Financial Report for the period ending 28 February 2026.

TĀHUHU KŌRERO / BACKGROUND

This report provides financial information for the 2025-26 financial year, for the period ending 28 February 2026.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

This report is for information only.





TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Accept the commentary for the period ending 28 February 2026.

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

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

ĀPITIHINGA / ATTACHMENTS

1. Te Huia Report - Feb 2026 YTD - A5751204 [↓](#) 
2. Te Huia Report - Feb 2026 YTD commentary - A5751200 [↓](#) 
3. Te Huia Report - Capex - Feb 2026 YTD - A5751239 [↓](#) 
4. Te Huia Report - Capex - Feb 2026 YTD commentary - A5751199 [↓](#) 

	Year to Date: Actual vs Budget				Full Year: Budget vs Reforecast				Actuals YTD as a % of Total Budget	Actuals YTD as a % of Annual Reforecast
	Actual \$000's	Budget \$000's	Variance \$000's	Variance %	Budget \$000's	Reforecast \$000's	Variance \$000's	Variance %		
Operations										
Revenue										
Operational revenue										
Rates - general (excl water supply rates)	81,743	81,249	493	0.6%	122,204	122,204	-	-	66.9%	66.9%
Rates - penalties	1,169	1,143	26	2.3%	1,518	1,518	-	-	77.0%	77.0%
Fees & charges (inc water supply rates)	15,468	14,840	629	4.2%	23,153	23,153	-	-	66.8%	66.8%
Dividends	-	-	-	-	5,000	5,000	-	-	-	-
Other income (excluding dividends)	4,855	2,210	2,644	119.6%	3,312	4,106	793	23.9%	146.6%	118.2%
Central govt subsidies - admin & operational	13,374	14,874	(1,500)	(10.1%)	22,311	24,364	2,053	9.2%	59.9%	54.9%
Capital revenue										
Development and financial contributions	502	-	502	-	-	-	-	-	-	-
Central govt subsidies - new works	10,495	40,129	(29,634)	(73.8%)	88,287	89,084	797	0.9%	11.9%	11.8%
Central govt subsidies - renewals	11,028	20,964	(9,935)	(47.4%)	33,445	33,453	8	0.0%	33.0%	33.0%
Other contributions	1,328	24	1,304	5,434.8%	31	2,048	2,017	6,554.8%	4,316.4%	64.9%
Total revenue	139,962	175,433	(35,471)	(20.2%)	299,261	304,930	5,668	1.9%	46.8%	45.9%
Expenses										
Staff related costs	27,226	29,531	2,306	7.8%	45,209	45,256	47	0.1%	60.2%	60.2%
Contractor fees	34,200	36,461	2,261	6.2%	55,914	56,318	405	0.7%	61.2%	60.7%
Professional fees	6,566	7,837	1,270	16.2%	10,625	10,259	(365)	(3.4%)	61.8%	64.0%
External Services	8,038	6,258	(1,780)	(28.4%)	10,361	10,558	196	1.9%	77.6%	76.1%
Legal Costs	456	531	75	14.1%	797	797	-	-	57.2%	57.2%
Other (excl contractor fees, professional fees, external services & legal costs)	5,662	1,218	(4,444)	(364.8%)	1,827	4,934	3,107	170.0%	309.9%	114.8%
General expenses	7,492	7,801	310	4.0%	11,708	11,742	34	0.3%	64.0%	63.8%
Grants and donations	1,643	2,213	570	25.7%	3,210	3,210	-	-	51.2%	51.2%
Rate remissions	2,400	2,100	(300)	(14.3%)	2,150	2,150	-	-	111.6%	111.6%
Interest costs	4,552	5,469	918	16.8%	8,204	8,204	-	-	55.5%	55.5%
Gain or Loss on disposal	2,991	-	(2,991)	-	-	-	-	-	-	-
Depreciation and amortisation	35,781	38,616	2,836	7.3%	57,924	57,924	-	-	61.8%	61.8%
Total expenses	137,005	138,036	1,030	0.7%	207,929	211,351	3,423	1.6%	65.9%	64.8%
Net surplus/(deficit)	2,957	37,397	(34,441)	(92.1%)	91,333	93,579	2,246	2.5%	3.2%	3.2%

Revenue Analysis

Rates Penalties charged to overdue rates instalments not yet paid.

Fees & Charges (\$630K) or (4.2%) unfavourable variance

Solid Waste YTD

\$339K favourable

Solid Waste Full Year Forecast:

Transfer Stations have a \$323K favourable variance due to a new contract for this financial year, which increased revenue partly from cost fluctuations and performance payments. The prior budget was based on last year's revenue under the old contract.

District Facilities YTD

(\$258K) unfavourable

District Facilities Full Year Forecast:

HFTE had less than expected income from HFTE (\$260K). This is due to the large amount of vacancies. 33 in total. This will continue for some time as 6 in Awanui are waiting for new roofs and 17 in Kaikohe needing major works

Water Supply YTD:

\$542K Favourable (\$6.10M actuals vs \$5.56M Budgeted)

Water Supply Full Year Forecast: The favourable variance is primarily driven by timing of rates billing cycles.

Water by Meter revenue is \$409K above budget, and Penalty revenue is \$91K above budget, reflecting the impact of billing cycles, including the second billing runs for Ōpononi (January) and Kaitāia (February), which resulted in higher-than-expected revenue recognition for the period.

Other Income \$2.64M or 119.6% favourable variance

The favourable variance is primarily driven by additional funding received across multiple activities:

•Roading & Footpaths YTD:

\$653K favourable variance

•Roading & Footpaths Full Year Forecast:

Actuals of \$978k received against a budget of \$625K due to a 100% NZTA funding for the Kaitaia–Awaroa camera project.

•Water Supply YTD

\$1.2M favourable YTD with actuals of \$1.27M compared to budget of \$21K.

Water Supply Full Year Forecast: \$850K Better Off Funding (BOF) received for the Asset Management Information System, along with an additional \$414K received in January 2026, and \$49K BOF claimed in October for the SCADA Plant Upgrade.

Corporate Services YTD

\$551K favourable variance

Corporate Services Full Year Forecast

Interest Received \$393k, and \$158k from Mayors Taskforce For Jobs for recruitment

Planning & Policy YTD

\$500K favourable variance

Planning & Policy Full Year Forecast

Includes \$420K received for Climate Change initiatives from Central Govt Disaster Recovery

<p>District Facilities YTD (\$296K) unfavourable variance</p> <p>District Facilities Full Year Forecast Interest not yet allocated & Dec 25 - Feb 26 Power for Te Hiku Sports Hub not yet recovered but this should be resolved by end of FY</p>
<p><u>Central govt subsidies - admin & operational (\$1.50M) or (10.1%) unfavourable variance YTD:</u></p> <p>•Roading and Footpaths reflects an unfavourable variance of (\$1.50M) •Roading & Footpaths Full Year Forecast: Roading actuals of \$13.36M to budget. N.B. Full year budget of \$22.31M. Footpaths programme is under review due to NZTA not funding the programme. The programme, last updated in 2023 is under review to confirm completion status and delivery against plan. An updated and approved footpaths list is required from the Community Board before progress can continue. Major work planned for Special Purpose Road for Tau Henare Drive this year. Some isolated pavement failure repairs are planned for in the coming months. FNDC has set higher budget during the Annual Plan process before NZTA finalised its funding programmes, creating a budget variance. Stellar to provide NZTA with an updated list of work to be completed for this financial year for EW and 32 slip repair projects. A major reforecast of approximately \$20M is planned to shift into next financial year subject to NZTA approval.</p>
<p><u>Development Income YTD</u> \$502K favourable variance (\$502K actuals vs \$0 Budgeted)</p> <p>Development Income Full Year Forecast The favourable variance is driven primarily by revenue from the Doland Road Wastewater Catchment Upgrade project (Project 551809). This income was not included in the original budget, resulting in a positive variance.</p>
<p><u>Central Government subsidies for New Works (\$29.63M) or (73.8%) unfavourable variance:</u></p> <p>•Water Supply YTD Unfavourable Variance: (\$5.96M) with actuals of \$1.32M compared to a budget of \$6.17M.</p> <p>Water Supply Full Year Forecast: Variance is primarily driven by timing differences between budgeted funding recognition and actual claim progression.</p> <ul style="list-style-type: none"> • Kaitaia & Kerikeri Fluoridation (MOH)\$2.48M actual vs \$1.65M budget → \$813K favourable – FY25 accrual was incorrectly recognised and is now treated as revenue in advance, partially offsetting the overall variance. • Kawakawa Water Treatment Plant Upgrade: \$0 actual vs \$4.59M budget – project remains in early feasibility with no claims YTD. • Kaikohe projects: \$3.72M actual vs \$5.72M budget → \$2.19M unfavourable – Stage 3 construction underway with partial claims received and further claims pending. <p>•Wastewater YTD Unfavourable Variance: (\$4.80M) with actuals (\$1.32M actuals vs \$6.17M budgeted)</p> <p>Wastewater Full Year Forecast: Variance arises from early-stage projects and timing of claims:</p> <ul style="list-style-type: none"> •Kawakawa WW \$0 actual vs \$3.67M budget – no funding claimed YTD due to early feasibility stage. •Kaikohe Wastewater projects: partial claims received \$1.32M vs \$2.49M budget – Stage 1 and 2 claims fully received, with Stage 3 claims partially submitted and remaining claims pending.

<p>•Roading & Footpaths YTD reflects unfavourable variance (\$18.72M)</p> <p>Roading & Footpaths Full Year Forecast: Actuals of \$3.14M against YTD \$21.86 YTD budget. Full year budget of \$42.72M tracking behind budget due to significant programme delays and the planned rephasing of approximately \$20M of capital works into the next financial year, pending NZTA approval of updated projects list. Key contributors include no progress on footpaths new works, Emergency Works, and other capital programme (including LCLR) tracking well behind with increased funding risks as the Aug 2022 weather event subsidy rates reduces. Confirmed funding received of \$6.74M for Cyclone Tam Phase 2 & 3 works at FAR of 91%.</p>
<p>YTD: * Unsealed Rd Metalling \$1.47M, Sealed Rd Resurfacing \$2.30M, Drainage Renewals for Roading \$900K, Pavement Rehab \$256K, Structure Component Bridges \$1,50M, Bridges & Structures \$2.9M</p> <p>Full Year Forecast: Delayed delivery across the renewal's capital programme due to contractor Stellar, not achieving delivery of capital renewals work. Currently they are reforecasting subsidised works into the next financial year, pending approval of updated project lists from NZTA. Key delays are evident across core renewals activities, including unsealed road metalling, sealed road resurfacing, drainage renewals, pavement rehabilitation, and bridges and structures, resulting in lower than planned subsidy recovery for the current year. Wastewater & Water Supply: Zero actuals to zero budget. No budget for renewals for these areas.</p>
<p><u>Other contributions \$1,304M favourable variance</u></p> <p>YTD •Roading reflects a favourable variance of \$900K</p> <p>Full year forecast Roading actuals of \$900K against a zero budget due to Funding of \$1.5M expected from MBIE for the Haruru Falls project. Thus far project funds received \$900K from MBIE. FNDC to fund \$450K per agreement. Final funding of \$600K to be received in April once paperwork for project has been finalised.</p> <p>•There are smaller unfavourable variances across departments that balance out to the overall variance</p>
<p><u>Expenses</u></p> <p><u>Staff related costs \$2.30M or 7.8% favourable variance</u></p> <p>•Roading YTD reflects a favourable variance of \$888K</p> <p>Roading Full Year Forecast actuals of \$870K against a full year budget of \$2.72M due to a reduction in expenditure following the restructure of the Roading Business Unit. The revised structure has lowered overall staff costs, & increased consultant costs, re: hybrid structure.</p> <p>•Strategic Relationship \$263K favourable due to salaries which are \$78K below budget and honorariums are \$123K below budget. Overall training costs are \$26K below budget across Community Board, Council Advisory, Stakeholder Relations, and Te Hono development</p> <p>•Stormwater \$456K favourable primarily due to a \$432K underspend in salary expenses</p> <p>•Wastewater \$685K favourable variance in staff-related costs. \$666K being for underspends in salary expenses</p>

Contractor fees \$2.26m or 6.2% favourable variance

Solid Waste YTD

\$235K favourable variance

Solid Waste Full Year Forecast

This is to account for a performance payment for Northland Waste not yet finalised but should be processed by end of FY

Resource Management YTD

\$389K favourable variance

Resource Management Full Year Forecast

These funds will be needed with RMA reform coming

District Facilities YTD

\$609K favourable variance of, mainly in Public Toilets \$309K and Parks & Reserves \$314K with small unfavourable variances across other depts

District Facilities Full Year Forecast

Budget was overstated - new Team Leader has found savings and reduced the budget for the next Financial Year.

•Roading YTD

reflects a favourable variance of \$39K

Roading Full Year Forecast

actuals of 16.06M against a full year budget of \$26.54M due to correct capitalisation of consultant time to various capital projects, reducing operating costs while ensuring NZTA subsidy claims accurately capture all subsidised expenditure.

•Water Supply & Wastewater YTD

\$984K favourable variance with \$9.95M actuals vs \$10.94M budgeted

Water Supply & Wastewater Full Year Forecast

Favourable variance mainly due to timing delays in invoicing from Ventia with no invoices received in P5 and P7, and invoices received in P6 & P8

Professional fees \$1.27m or 16.2% favourable variance

Planning & Policy YTD

\$624K favourable variance

Planning & Policy Full Year Forecast

Bulk is \$586 savings in Placemaking and Spatial Plan as budget is not required at this stage, however taking into account commitments, this will be used over the course of the rest of the FY

•Strategic Relationships favourable variance of \$223K due to external committee roles not yet filled

•Roading & Footpaths YTD

reflects a favourable variance \$1.45M

Roading Full Year Forecast

actuals of \$2.43M against a full year budget of \$4.96M due to reflecting lower deliveries in Q1&2. Q3 has seen a gradual increase. With planned work of \$1.69M on roading network for Bridges structures component replacements, we should see costs increasing at the end of the financial year.

•There are minor savings across several business units, totalling \$170K across Corporate Services, Community, and Environmental cost centres

•CycleTrail YTD

reflects an unfavourable variance (\$678K)

CycleTrail Full Year Reforecast

actuals of \$868K against a full year budget of \$285K

due to the write-off of \$534K prior-year capitalised professional costs to current-year operating expenditure, increasing the costs of professional fees for the year. These costs were no longer applicable hence the write-off.

•Water YTD

(\$281K) unfavourable variance (\$455K actuals vs \$174K Budgeted)

Water Supply Full Year Forecast

Due to unbudgeted expenditure across a number of projects. This includes \$37K paid to DC Civil Services for Q1 work on IAF projects (Kaikohe Water Reticulation) and (Kaikohe WTP Upgrade), and \$84K paid to Hoskin Civil for work on project (Kawakawa WTP Upgrade) and \$208K – Geographic BSNS (Project 571814 – DIA 3 Waters Transition Support)

External Services (\$1.78m) or (28.4%) unfavourable variance

•Community & Engagement YTD

\$143K unfavourable (\$296K actuals vs \$153K budgeted)

Community & Engagement Full Year Forecast

Largest overspends are in the Call Centre (\$48K) due to Zendesk and Purecloud fees; and Libraries (\$78K) Kotui Library Services paid to DIA

•Water Supply YTD

\$661K unfavourable (\$683K actuals vs \$22K budgeted)

Water Supply Full Year Forecast

Unfavourable variance driven by \$256K for Te Kahu o Taonui Initiative, \$142K for New Source Sweetwater SCADA support, and \$230K for Water Scheme, covering various Ventia MCW and O&M payments and accruals.

•Roading & Footpaths reflects an unfavourable \$965K due to:

The costs incurred for the Kaitāia-Awaroa camera project, totalling \$610K. These costs have been recovered from NZTA subsidy under revenue. The increased costs of \$355K relates to Ventia and Fulton Hogan work for Unsubsidised & EW. A Q3 reforecast from Stellar Projects is pending to confirm full year costs.

Within acceptable range

Other (excl contractor fees, professional fees, external services & legal costs) (\$4.44m) or (364.8%) unfavourable variance

Planning and Policy YTD

(\$152k) Unfavourable variance

Planning and Policy Full Year Forecast

Unfavourable variance of (\$202K) Commissioners Fees re District Plan Hearings due to the large amount of work being done in that space This is balanced out to some extent by no spend in the Private Plan Changes area which has a budget of \$51k not spent

•Water Supply YTD

\$667K unfavourable (\$755K actuals vs \$87K budgeted)

Water Supply Full Year Forecast

Driven by unbudgeted payments of \$50K to J Cash Trust (Kaikohe WTP Upgrade), \$364K to Jacobs NZ (IAF Kawakawa WTP Upgrade), \$166K for the Water and Waste quarterly levy, and \$78K for 3-Waters reform professional fees, including \$65K to JData (DIA 3 Waters Transformation) and \$7.4K to Merriman Jason Consulting (LWDW).

•Wastewater YTD

\$241K unfavourable variance (\$381K actuals vs \$140K budgeted)

Wastewater Full Year Forecast

Driven by unbudgeted payments of \$91K for Paihia Road wastewater line replacement, \$77K to Jacobs NZ for 551358 – IAF Kawakawa WWTP Upgrade concept design, \$46.5K for the Water and Waste quarterly levy, and \$50K for 3-Waters reform professional fees for 551807 – Taipa Wastewater Transformation Project, including \$10K to Hoskin Civil and \$30K to Far North Enviro Lab Ltd.

•Roading & Footpaths YTD

reflects an unfavourable variance (\$3.42M)

Roading & Footpaths Full Year Reforecast

actuals of \$722 against a PSU Recovery full year budget of \$4.05M, due to \$1.07M internal staff costs process processed to February bringing the new balance for PSU Recovery to \$1.550M. A further \$1.88M of internal staff costs is expected to be recovered from NZTA claims.

General Expenses \$310k or 4.0% favourable variance**Corporate Services YTD**

(\$984k) unfavourable variance

Corporate Services Full Year Forecast

Bulk being for Insurance payments for the organisation of \$975k which will be reallocated to relevant cost centres before the end of FY

District Facilities YTD

\$526K favourable variance

District Facilities Full Year Forecast

Various expenses not yet allocated including Insurance \$231k, Power \$94k, Rates \$127k. There is also Repairs and Maintenance budget not yet spent of \$57k on various council owned buildings. This should be spent over course of Financial Year

•**Water Supply** \$183K favourable variance, primarily due to no insurance costs being incurred against a \$54K budget, along with lower water charges of \$135K. This is partially offset by a \$15.1K overspend in vehicle running costs.

•**Wastewater** \$145K favourable variance, primarily due to no insurance costs incurred against a \$116K budget, along with lower vehicle hire and running costs, water charges, and rates expenses.

There are smaller favourable balances across other depts as budgets are not required at this time of the Financial Year

Strategic Relationships \$179k

Planning & Policy \$114k

Solid Waste Management \$51k

Environmental Management \$132k

Community & Engagement \$73k

Grants and Donations \$570k or 25.7% favourable variance**Strategic Relationships YTD**

\$409k favourable variance

Strategic Relationships Full Year Forecast

Community Board and Māori Engagement grants not yet paid this Financial Year

District Facilities YTD

\$126K favourable variance

District Facilities Full Year Forecast

Grants for 25/26 yet to be paid out

<p>Rate Remissions (\$300K) or (14.3%) unfavourable variance Higher than expected rates remissions being approved due to the current high cost of living</p>
<p>Gain or Disposal (\$2,991M) unfavourable variance due to:</p> <ul style="list-style-type: none"> •Roading Renewals reflecting an unfavourable variance of \$2.26M (note that no budget is assigned to this category). This is primarily represented by unsealed surface network write-offs related to renewals, as advised through RAMM and the transport team. FIFO method is used.
<p>Depreciation and amortisation - favourable variance \$2,836M due to:</p> <ul style="list-style-type: none"> •Roading reflects a favourable variance of \$1.60M due to not spending on their capital program. •Wastewater favourable \$696K due to due to not spending on their capital program. •Smaller favourable variances across depts balance off to overall variance

Whole of Council
Statement of Capital Performance
For the period ending 28-February-2026

	Year to Date: Actual vs Budget				Full Year: Budget vs Reforecast			Actuals YTD as % of Total Budget	Actual YTD as % of Annual Reforecast
	Actual \$000's	Budget \$000's	Variance \$000's	Variance %	Reforecast \$000's	Variance \$000's	Variance %		
Capital Works									
New Works & Renewals									
District Facilities	2,090	2,034	(56)	2.8%	13,178	(10,127)	332.0%	68.5%	15.9%
Stormwater	1,060	5,037	3,978	(79.0%)	10,452	(5,910)	130.1%	23.3%	10.1%
Solid Waste	30	57	27	(46.7%)	1,352	(1,267)	1,487.1%	35.5%	2.2%
Wastewater	15,057	40,473	25,416	(62.8%)	81,308	(20,531)	33.8%	24.8%	18.5%
Water Supply	8,703	32,488	23,785	(73.2%)	50,738	(5,217)	11.5%	19.1%	17.2%
Drainage	76	-	(76)	-	-	-	-	-	-
Roading & Footpaths	22,018	64,059	42,041	(65.6%)	113,441	(54,419)	92.2%	37.3%	19.4%
Environmental Management	38	21	(17)	80.4%	32	-	-	120.3%	120.3%
Corporate Services	791	2,132	1,341	(62.9%)	3,750	(552)	17.3%	24.7%	21.1%
Community & Engagement	2,265	5,221	2,955	(56.6%)	13,822	(5,990)	76.5%	28.9%	16.4%
Cycle Trail	(472)	914	1,386	(151.6%)	2,816	(2,816)	-	-	(16.8%)
Total New Works & Renewals	51,656	152,436	100,780	66.1%	290,889	(106,830)	58.0%	28.1%	17.8%
Vested Asset Additions	-	-	-	-	-	-	-	-	-
Total Capital Works	51,656	152,436	100,780	(66.1%)	290,889	(106,830)	58.0%	28.1%	17.8%

Summary - Capital Programme

Stormwater – New Works and Renewals are \$3.98M (79%) favourable YTD.%

•**Capex New Works** are \$3.054M or 134% under budget, with actuals of \$846K against a budget of \$2.76M. this

The largest underspends are:

- Project 240162 – Kaitiāia Commerce St: \$1.094M underspend (\$25K actuals vs \$1.120M budget). **\$800K from this budget will be reforecast to PR 241088 – Kaitiāia Parkdale Crescent Stormwater Renewals Project for FY27**
- Project 241817 – Reef View Road SW Upgrade: No actuals to date, despite a YTD budget of \$585K
- Project 241093 – Kaitiāia Urban Stormwater RC: No actuals to date, despite a YTD budget of \$157K.

There is also a \$1.245M underspend across several projects (240026 – District Wide MCW, 241063 – Ahipara Tasman Heights SW Lines, 241065 – Stormwater Imps Moerewa, 241085 – East Coast, 241814 – Stormwater). This figure does not include committed costs of \$618K. Including committed costs, the overall actuals for these projects total \$848K, which is \$627K below the YTD budget of \$1.475M.

•**Capex Renewals** are \$923K under budget, with actuals of \$213K compared to a budget of \$1.137M

Several **renewal projects** are \$650K under budget, including: 241086 – Kaitiāia Parkdale, 241090 – Stormwater Reactive Renewals, 241807 – 348A SH12 Omapere Stream Culverting Pipe Renewal, and 241818 – Kaitiāia Stormwater Renewal (Diversion to Mathews to Farrimond), which show a \$646K underspend (\$179K actuals vs \$825K budgeted). This does not include \$270K in committed costs for POs that have not yet been invoiced; including these committed costs, the adjusted variance is \$376K favourable. Additional renewal projects, 241089 – Stormwater Network (\$205K budget) and 241822 – Kaikohe Stormwater Network Gross Debris Traps Upgrade (\$102K budget), show no actuals to date, further contributing to the overall favourable variance.

Wastewater – New Works and Renewals are \$25.4M (62.8%) favourable YTD.

•**Capital New Works** are \$22M (61%) below budget YTD (\$13.8M actual vs \$36M YTD budget). The underspend is primarily due to project timing delays and works progressing more slowly than planned across several projects. Key variances include:

- 551358 – Kawakawa WW Treatment Plant Upgrade: \$4.96M below budget (\$54K actual vs \$5M budgeted YTD), in line with the project still being in the early stages of development.
- 551018 – Wastewater Telemetry: \$3.8M under budget (\$1.18M actual vs \$4.97M YTD budget). Of the \$8.5M full-year budget, **\$3M will be reforecast to FY27 and \$2.3M to FY28.**
- 551302 – Hihi WWTP Construction: \$2.24M under budget; of the \$3.59M total budget, **\$3M will be reforecast to FY27.**
- 551352 – Kaikohe Wastewater Scheme Improvements: \$1.6M under budget; of the \$2.2M capital budget, **\$1.7M will be reforecast to FY27.**
- 551360 – Kaikohe WWTP Upgrade: \$1.5M under budget, with only \$46K in committed costs. this project is tied into the wider IAF project which is in the design phase and still progressing.
- 551357 – Kaikohe WW Reticulation: \$5.9M under budget (\$5.5M actual vs \$7M budgeted YTD). The project is currently in Stage 3 of construction, and the variance does not include \$7.2M in committed costs where POs have been raised and invoices are pending. Costs are expected to increase significantly as works progress, and overall the project budget is being utilised.

- 551361 – Kaitaia WWTP Upgrades: \$1.2M under YTD budget, with \$1.5M of the **\$1.9M budget to be reforecast to FY27.**
- 551388 – Land Purchase for Discharge (Ōmāpere/Ōpononi): \$682K under budget, relating to \$1.02M budgeted for land purchase.

Water – New Works and Renewals are \$23.7M 73.2%) favourable YTD.

•**Capital New Works** are \$23M below budget YTD (\$7.6M actual vs \$23M YTD budget).

The underspend is primarily due to timing delays, with work progressing more slowly than planned across several major projects. Key variances include:

- 571347 – Kawakawa WTP Upgrade: \$6.48M below budget, in line with the project still being in the early stages of development.
- 570023 – Kerikeri Water Network Upgrade To Heritage Bypass: \$4.7M below budget, **with \$6.9M to be reforecast to FY27.**
- 571340 – WTP Upgrade Kerikeri: \$2.3M below budget-some stage 1 works have been completed, but there is still a significant upgrade required as advised by PM
- 571228 – Water treatment plant relocation Paihia: \$2.1M below budget. The full \$2.55M is committed for land purchase, however an assessment of purchase vs lease options will be presented to Council, with a decision expected in Dec 2026 (FY27).
- 571834 – SCADA System Upgrades: \$1.47M below budget, **with \$1M to be reforecast to FY27/28.**
- MOH Fluoridation Projects – Kerikeri (571840) and Kaitāia (571839): \$1.6M below budget, with procurement to be finalised in Feb 2026 and construction expected to commence in April 2026
- 571350- Kaikohe WTP Upgrade: \$660K below YTD budget (\$4.47M actual vs \$5.13M budget). However, this does not include \$4.7M in committed costs where POs have been raised and invoices are still pending. As the project is now in the construction stage, costs are expected to increase as works progress.
- 571097-Paihia Water New Minor Upgrades: \$502K under budget, with works yet to be scoped and funded from the global budget held under PR 571073.
- 571358-District Wide Water Storage Improvements- \$0 YTD spend against a \$426K budget. **\$639K will be reforecast to FY27**

•**Capex Renewals** are \$691K (42%) unfavourable YTD (\$939K actuals vs \$1.61M budgeted). Several projects have \$0 YTD spend against their budgets, including:

- 571128 – Paihia Te Haumi Reservoir (\$341K)
- 571360 – DW Water Pump Station Renewal Programme (\$238K)
- 571359 – DW Water Reactive Renewals (\$204K)
- 571224 – PRG Water Supply Network Renewals Triggered by Roding (\$204K)

These underspends are offset by reactive renewal projects incurring unbudgeted expenditure, primarily Ventia MCW charges across Paihia, Ōpononi, Kerikeri, Kaitāia, and Kaikohe Reactive Renewal projects. These renewal budgets are set at a district-wide level, while spend is recorded at the scheme level, in line with the requirements of targeted rate-funded activities.

Roding - favourable variance \$42M due to:

*Stellar. Reforecast to be processed in March26, for EW \$15M to FY26/27. EW work planned to be completed in this financial year \$15M. EW has been prioritised due to the strong NZTA subsidy rate. Cyclone Tam Initial Response has been completed, and an additional \$6.74M has been approved to progress Phases 2 & 3. LCLR Crown Resilience work of \$4.8M to be completed in this financial year.

Updated submissions for slip repairs, Traction Seal, Speed Management, and Bridge Resilience are being provided to NZTA to enable approvals and delivery.

Some programmes such as WC215 and WC216 will now deliver later than originally planned. A cashflow out (reforecast March26 for WC215/WC216) to next financial year \$5M. Design and investigation work to be completed this year \$2M and construction to start next year.

<p>Community Engagement -\$2.9M favourable variance due to underspend on Project 531058 – Kaikohe Library, with \$1.85M actuals against a \$4.38M budget. This variance is primarily timing-related, as \$5.9M of committed costs (POs raised) are yet to be delivered and invoiced, and are expected to reduce the favourable position as work progresses</p>
<p>CycleTrail - favourable variance \$1.386M due to:</p> <ul style="list-style-type: none"> * Reallocation of \$550k in prior-year costs from Capex to Opex following Hoskin Civil's assessment that these expenses are operational rather than capital in nature. *Keteriki Trust leading project between Opuia-Kawakawa. \$2.8m is carry forward post LTP24-27 \$4m programme. This budget incorporated the Te Raupo Road bridge and road improvements, along with the alternative link via Oromahoe & Whangae Roads - both of which are now completed.

5.5 HEALTH, SAFETY AND WELLBEING REPORT

File Number: A5750323

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 March 2026.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

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

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

March activities of note:

- HSW Support Officer commenced.
- One lost time injury (LTI).
- Lone working is the main critical process currently under review.
- Nine incidents reported through Peoplesafe – none considered serious.

TŪTOHUNGA / RECOMMENDATION

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

TĀHUHU KŌRERO / BACKGROUND

Health, Safety and Wellbeing (HSW) performance has historically been reported to Te Miromiro – Assurance, Risk and Finance Committee. Following the introduction of Monthly Governance and Operational Briefings, this HSW update is now provided through the Strategic Relationships Group report and will continue to support governance oversight and due diligence.

The update is intended to provide assurance that HSW risks are being actively managed across council operations, with a focus on critical risks that may occur infrequently but have the potential for serious harm. It summarises key activities for the reporting period, including critical risk mitigation work, training and capability initiatives, incident and injury reporting, and any matters requiring leadership attention.

Governance and Leadership

FNDC's elected members (Mayor and Councillors) are Officers of the PCBU under New Zealand's Health and Safety at Work Act 2015 (HSWA). Their role is governance-level due diligence, including:

- Understanding FNDC's critical risks
- Ensuring appropriate HSW resources and systems exist
- Monitoring incidents and assurance reporting
- Verifying controls are effective
- Supporting a positive safety culture

Senior leadership and executives are responsible for translating this into operational delivery.

FNDC's Key Risk Profile

FNDC's HSW risk landscape includes:

- Roading and transport works – contractors, traffic management, public interface
- Water / wastewater operations – confined spaces, chemicals, remote sites
- Parks, reserves and facilities – machinery, public interaction, contractors
- Libraries / customer service centres – aggression, anti-social behaviour, lone work
- Field inspections and remote work – driving, working alone, communication gaps
- Civil defence / emergency response – fatigue, rapid deployment, changing hazards
- Construction and capital projects – contractor oversight, site controls

FNDC's Critical Risks

- Driving
- Lone working
- Psychosocial hazards
- Contractor management
- Site visits
- Threatening behaviour

Worker Health and Wellbeing

Modern HSW extends beyond injury prevention. FNDC includes:

- Mental health and wellbeing support
- Fatigue management
- Bullying / harassment prevention
- Psychosocial risk management
- Fitness for work
- Lone worker welfare monitoring

Systems and Controls

The FNDC HSW framework includes:

- Policies and standards
- Risk registers and critical risk controls
- Incident and near-miss reporting
- Training and competency systems
- Emergency response plans
- Audits and inspections

Operational Highlights for the March 2026 reporting period

Lost Time Injuries (LTIs)

03/03/26 Contusion, knee and lower leg

Policy reviews

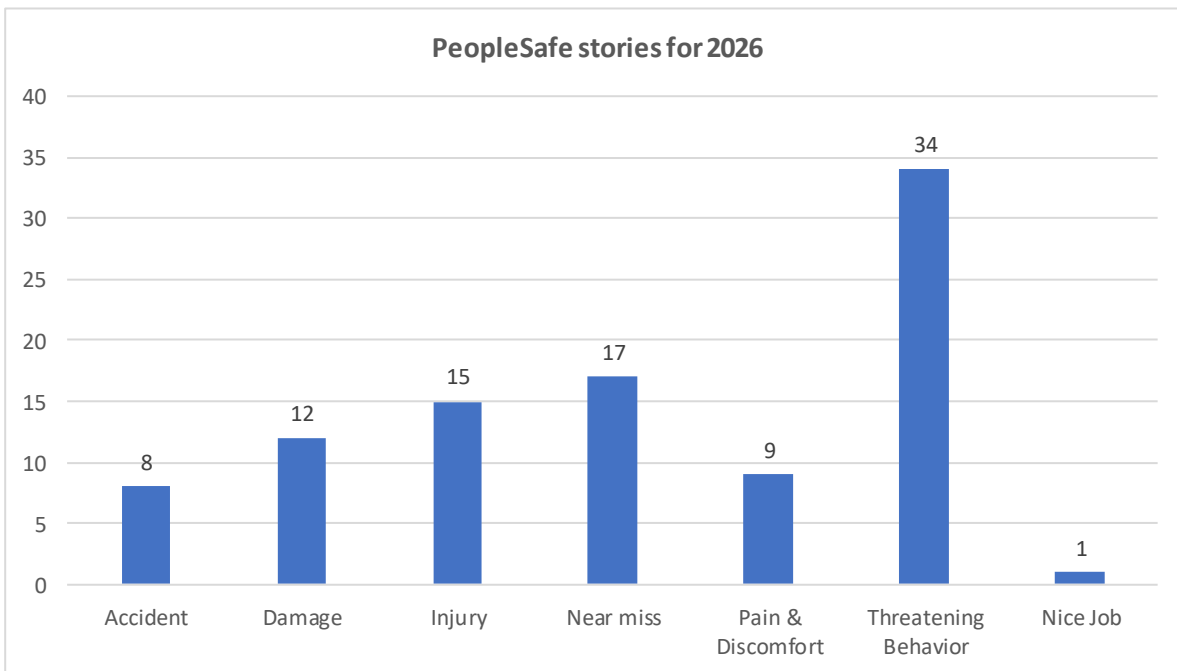
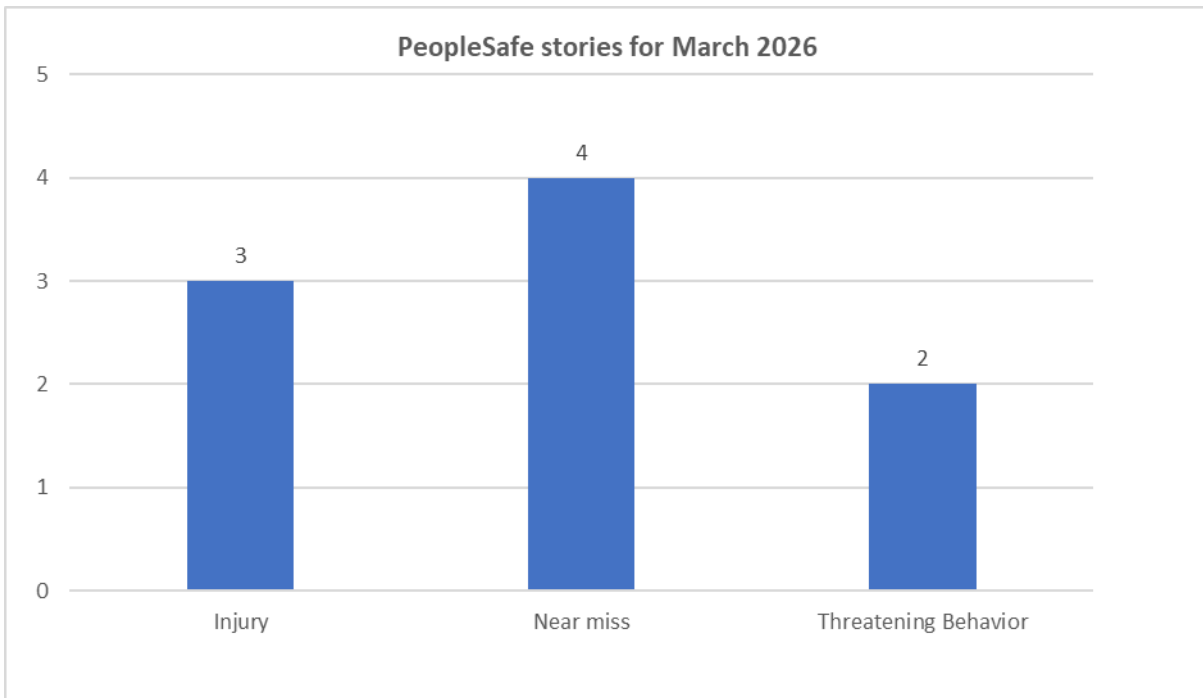
Lone working policy currently under review.

Critical risk reviews

Lone working process currently under review.

Incidents

Date	Story Type	Where	Activity
1/03/2026	Near miss	Car Park - Te Ahu	Public Interaction
3/03/2026	Near miss	Library Te Ahu	Customer interaction
3/03/2026	Injury	Service Centre - Kaikohe	Walking
4/03/2026	Near miss	Off Site (Monitoring-compliance-inspection)	Driving (FNDC car only)
5/03/2026	Injury	Library Kerikeri Proctor	Walking
9/03/2026	Near miss	Te Ahu - Museum	Customer interaction
11/03/2026	Injury	Car Park - Te Ahu	Walking
18/03/2026	Threatening Behaviour	Ward - Bay of Islands-Whangaroa	Inspection/Site visit
18/03/2026	Threatening Behaviour	Ward Kaikohe-Hokianga	Parked Vehicle



Training

23/03/2026 Mental Health First Aid.

ACTIONS FROM PREVIOUS MEETING:

Process for logging elected member’s HSW incidents into Peoplesafe drafted and will be shared via Te Huinga once confirmed.

HSW training for the 2025/2026 financial year is complete. New training will be shared with elected members via Te Huinga for 2026/2027 financial year.

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

There are no financial implications.

ĀPITIHANGA / ATTACHMENTS

Nil

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	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</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
6.2 - Risk Management Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.3 - Infrastructure Compliance	<p>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</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

	<p>officers or employees of any local authority</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	
<p>6.4 - Tender Panel and Procurement Activity 1 Jan - 31 March 2026</p>	<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>	<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</p>
<p>6.5 - Contingent Liabilities - Litigation and Emerging Claims</p>	<p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	<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</p>

7 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

8 TE KAPINGA HUI / MEETING CLOSE

