



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA


Assurance, Risk and Finance Committee Meeting

Wednesday, 10 February 2021

Time: 1.00 pm
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Cr John Vujcich - Chairperson
Member Bruce Robertson - Deputy Chairperson
Mayor John Carter
Deputy Mayor Ann Court
Cr Mate Radich
Cr Rachel Smith
Cr Kelly Stratford
Cr Moko Tepania
Kaikohe-Hokianga Community Board Chairperson Mike Edmonds

	Authorising Body	Mayor/Council
	Status	Standing Committee
COUNCIL COMMITTEE	Title	Assurance, Risk and Finance Committee Terms of Reference
	Approval Date	19 December 2019
	Responsible Officer	Chief Executive

Purpose

The purpose of the Assurance, Risk and Finance Committee (the Committee) is to assist and advise the Governing Body in discharging its responsibility and ownership of finance, risk and internal control.

The Committee will review the effectiveness of the following aspects:

- The robustness of financial management practices;
- The integrity and appropriateness of internal and external reports and accountability arrangements;
- The robustness of the risk management framework;
- The robustness of internal controls and the internal audit framework;
- Compliance with applicable laws, regulations, standards and best practice guidelines;
- The establishment and maintenance of controls to safeguard the Council's financial and non-financial assets;
- Data governance framework

To perform his or her role effectively, each Committee member must develop and maintain

his or her skills and knowledge, including an understanding of the Committee's responsibilities, and of the Council's business, operations and risks.

Membership

The Council will determine the membership of the Assurance, Risk and Finance Committee including at least one independent appointment with suitable financial and risk management knowledge and experience.

The Assurance, Risk and Finance Committee will comprise of at least five elected members (one of which will be the chairperson), and one independent appointed member.

Mayor Carter

John Vujcich – Chairperson

Bruce Robertson – Deputy Chairperson and Independent Member of the Committee

Moko Tepania

Mate Radich

Rachel Smith

Kelly Stratford

Ann Court

Mike Edmonds

Adele Gardner

Non-appointed councillors may attend meetings with speaking rights, but not voting rights.

Quorum

The quorum at a meeting of the Assurance, Risk and Finance Committee is 4 members.

Frequency of Meetings

The Assurance, Risk and Finance Committee shall meet every 6 weeks, but may be cancelled if there is no business.

Power to Delegate

The Assurance, Risk and Finance Committee may not delegate any of its responsibilities, duties or powers.

Committees Responsibilities

The Committees responsibilities are described below:

Financial systems and performance of the Council

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

Far North Holdings Limited (FNHL)

- Recommend to Council the approval of statement of intent and Annual Report (s67 LGA)
- Receive 6 monthly report on operations (s66 LGA)
- Receive quarterly financial statements
- Recommend appointment of directors of FNHL

Risk Management

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

Internal Audit and Controls

- Review whether management has in place a current and comprehensive internal audit framework
- Receive and review the internal audit dashboard reports
- Provide input, annually, into the setting of the internal audit programme of work
- 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.

The Committee will approve applications to declare land abandoned and any other such matters under the Rating Act.

Rules and Procedures

Council's Standing Orders and Code of Conduct apply to all the committee's meetings.

Annual reporting

The Chair of the Committee will submit a written report to the Chief Executive on an annual basis. The review will summarise the activities of the Committee and how it has contributed to the Council's governance and strategic objectives. The Chief Executive will place the report on the next available agenda of the governing body.

ASSURANCE, RISK AND FINANCE COMMITTEE - MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Hon John Carter QSO	Board Member of the Local Government Protection Programme	Board Member of the Local Government Protection Program		
	Carter Family Trust			
John Vujcich (Chair)	Board Member	Pioneer Village	Matters relating to funding and assets	Declare interest and abstain
	Director	Waitukupata Forest Ltd	Potential for council activity to directly affect its assets	Declare interest and abstain
	Director	Rural Service Solutions Ltd	Matters where council regulatory function impact of company services	Declare interest and abstain
	Director	Kaikohe (Rau Marama) Community Trust	Potential funder	Declare interest and abstain
	Partner	MJ & EMJ Vujcich	Matters where council regulatory function impacts on partnership owned assets	Declare interest and abstain
	Member	Kaikohe Rotary Club	Potential funder, or impact on Rotary projects	Declare interest and abstain
	Member	New Zealand Institute of Directors	Potential provider of training to Council	Declare a Conflict of Interest
	Member	Institute of IT Professionals	Unlikely, but possible provider of services to Council	Declare a Conflict of Interest
Bruce Robertson (Deputy)	Chair/Deputy Chair of a number of Audit and Risk Committees: Far North Auckland Bay of Plenty Regional Tauranga Thames Coromandel Hamilton Waipa Otorohanga Waitomo Environment Southland Invercargill Southland		There is a low level of there being a potential interest conflict. An outside potential is water reform and 'discussion' of one north regional water company in loving North AKD with Watercare.	I remain aware of my roiled and will Raise any matter with the Mayor/CEO And chair of ARF should any matter potentially conflict.
	Currently None are North AKD. Previously I have Undertaken work on Okara Park with Whangarei DC.	Advisory Work.	Okara Park is a regional Stadium. Matter solely related Governance and role of DC. Low risk of conflict.	
Deputy Mayor Ann Court	Waipapa Business Association	Member		Case by case
	Warren Pattinson Limited	Shareholder	Building company. FNDC is a regulator and enforcer	Case by case

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Kerikeri Irrigation	Supplies my water		No
	Top Energy	Supplies my power		No other interest greater than the public's
	District Licensing	N/A	N/A	N/A
	Top Energy Consumer Trust	Trustee	Crossover in regulatory functions, consenting economic development and contracts such as street lighting.	Declare interest and abstain from voting.
	Ann Court Trust	Private	Private	N/A
	Waipapa Rotary	Honorary member	Potential community funding submitter	Declare interest and abstain from voting.
	Properties on Onekura Road, Waipapa	Owner Shareholder	Any proposed FNDC Capital works or policy change which may have a direct impact (positive/adverse)	Declare interest and abstain from voting.
	Property on Daroux Dr, Waipapa	Financial interest	Any proposed FNDC Capital works or policy change which may have a direct impact (positive/adverse)	Declare interest and abstain from voting.
	Flowers and gifts	Ratepayer 'Thankyou'	Bias/ Pre-determination?	Declare to Governance
	Coffee and food	Ratepayers sometimes 'shout' food and beverage	Bias or pre-determination	Case by case
	Staff	N/A	Suggestion of not being impartial or pre-determined!	Be professional, due diligence, weigh the evidence. Be thorough, thoughtful, considered impartial and balanced. Be fair.
	Warren Pattinson	My husband is a builder and may do work for Council staff		Case by case
	Warren Pattinson Limited	Director	Building Company. FNDC is a regulator	Remain at arm's length
Ann Court - Partner	Air NZ	Shareholder	None	None
	Warren Pattinson Limited	Builder	FNDC is the consent authority, regulator and enforcer.	Apply arm's length rules

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Property on Onekura Road, Waipapa	Owner	Any proposed FNDC capital work in the vicinity or rural plan change. Maybe a link to policy development.	Would not submit. Rest on a case by case basis.
Mate Radich	No form received			
Kelly Stratford	KS Bookkeeping and Administration	Business Owner, provides book keeping, administration and development of environmental management plans	None perceived	Step aside from decisions that arise, that may have conflicts
	Waikare Marae Trustees	Trustee	Maybe perceived conflicts	Case by case basis
	Bay of Islands College	Parent Elected Trustee	None perceived	If there was a conflict, I will step aside from decision making
	Karetu School	Parent Elected Trustee	None perceived	If there was a conflict, I will step aside from decision making
	Māori title land – Moerewa and Waikare	Beneficiary and husband is a shareholder	None perceived	If there was a conflict, I will step aside from decision making
	Sister is employed by Far North District Council			Will not discuss work/governance matters that are confidential
	Gifts - food and beverages	Residents and ratepayers may 'shout' food and beverage	Perceived bias or predetermination	Case by case basis
	Taumarere Counselling Services	Advisory Board Member	May be perceived conflicts	Should conflict arise, step aside from voting
	Sport Northland	Board Member	May be perceived conflicts	Should conflict arise, step aside from voting
Kelly Stratford - Partner	Chef and Barista	Opua Store	None perceived	
	Māori title land – Moerewa	Shareholder	None perceived	If there was a conflict of interest, I would step aside from decision making
Rachel Smith	Friends of Rolands Wood Charitable Trust	Trustee		
	Mid North Family Support	Trustee		

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member		
Rachel Smith (Partner)	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member and Treasurer		
Moko Tepania	Teacher	Te Kura Kaupapa Māori o Kaikohe.	Potential Council funding that will benefit my place of employment.	Declare a perceived conflict
	Chairperson	Te Reo o Te Tai Tokerau Trust.	Potential Council funding for events that this trust runs.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Te Rarawa	As a descendent of Te Rarawa I could have a perceived conflict of interest in Te Rarawa Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Whaingaroa	As a descendent of Te Rūnanga o Whaingaroa I could have a perceived conflict of interest in Te Rūnanga o Whaingaroa Council relations.	Declare a perceived conflict
	Tribal Member	Kahukuraariki Trust Board	As a descendent of Kahukuraariki Trust Board I could have a perceived conflict of interest in Kahukuraariki Trust Board Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga ā-Iwi o Ngāpuhi	As a descendent of Te Rūnanga ā-Iwi o Ngāpuhi I could have a perceived conflict of interest in Te Rūnanga ā-Iwi o Ngāpuhi Council relations.	Declare a perceived conflict
Mike Edmonds	Chair	Kaikohe Mechanical and Historic Trust	Council Funding	Decide at the time
	Committee member	Kaikohe Rugby Football and Sports Club	Council Funding	Withdraw and abstain

Far North District Council
Assurance, Risk and Finance Committee Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 10 February 2021 at 1.00 pm

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1 KARAKIA TIMATANGA – OPENING PRAYER**2 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 Team Leader Democracy Support (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 DEPUTATION

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

4 CONFIRMATION OF PREVIOUS MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3051523

Author: Casey Gannon, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

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.

RECOMMENDATION

That the Assurance, Risk and Finance Committee confirms the minutes of the Assurance, Risk and Finance Committee meeting held 2 December 2020 as a true and correct record.

1) 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) 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.

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) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. 2020-12-02 Assurance, Risk and Finance Committee Minutes - A3027184 [↓](#) 

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.

Compliance requirement	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.

**MINUTES OF FAR NORTH DISTRICT COUNCIL
ASSURANCE, RISK AND FINANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 2 DECEMBER 2020 AT 1.02 PM**

PRESENT: Cr John Vujcich, Member Bruce Robertson, Deputy Mayor Ann Court, Cr Rachel Smith (via TEAMS), Cr Kelly Stratford, Kaikohe-Hokianga Community Board Chairperson Mike Edmonds

IN ATTENDANCE: Tony Kryzewski – Sam for Compliance LTD

STAFF PRESENT: Shaun Clarke (Chief Executive Officer), William J Taylor, MBE (General Manager Corporate Services), Andy Finch (General Manager Infrastructure and Asset Management), Dean Myburgh (General Manager District Services), Sheryl Gavin (General Manager Strategic Planning and Policy - Acting)

1 APOLOGIES AND DECLARATIONS OF INTEREST

1.1 APOLOGIES

RESOLUTION 2020/1

Moved: Cr John Vujcich
Seconded: Cr Kelly Stratford

Apologies for absence from His Worship the Mayor and Cr Moko Tepania, were accepted.

CARRIED

2 DEPUTATION

Nil

3 CONFIRMATION OF PREVIOUS MINUTES

3.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 4.1 document number A3005557, pages 12 - 16 refers.

RESOLUTION 2020/2

Moved: Cr John Vujcich
Seconded: Member Bruce Robertson

That the Assurance, Risk and Finance Committee confirms the minutes of the Assurance, Risk and Finance Committee meeting held 21 October 2020 as a true and correct record.

CARRIED

4 INFORMATION REPORTS

4.1 FAR NORTH HOLDINGS LIMITED FIRST QUARTER FINANCIAL REPORT SEPTEMBER 2020

Agenda item 6.6 document number A3006830, pages 140 - 147 refers.

RESOLUTION 2020/3

Moved: Cr Kelly Stratford

Seconded: Deputy Mayor Ann Court

That the Assurance, Risk and Finance Committee receive the report Far North Holdings Limited First Quarter Financial Report September 2020.

CARRIED

5 REPORTS

5.1 RECOMMENDATION TO REMOVE ARF008 CIVIL DEFENCE RISK FROM THE ORGANISATIONAL RISK DASHBOARD

Agenda item 5.1 document number A3005979, pages 17 - 21 refers.

RESOLUTION 2020/4

Moved: Cr John Vujcich

Seconded: Member Bruce Robertson

That the Assurance, Risk and Finance Committee approves the removal of ARF008 Civil Defence risk from the organisational risk dashboard.

CARRIED

6 INFORMATION REPORTS CONTINUED

6.1 DECEMBER RISK MANAGEMENT REPORT

Agenda item 6.1 document number A3002968, pages 22 - 90 refers.

RESOLUTION 2020/5

Moved: Cr Kelly Stratford

Seconded: Member Bruce Robertson

That the Assurance, Risk and Finance Committee receive the report December Risk Management Report.

CARRIED

6.2 LESSONS LEARNED FROM OUR TWIN CRISES: 2019/2020 FAR NORTH DROUGHT AND COVID-19 PANDEMIC

Agenda item 6.2 document number A3002989, pages 91 - 104 refers.

RESOLUTION 2020/6

Moved: Cr John Vujcich

Seconded: Cr Kelly Stratford

That the Assurance, Risk and Finance Committee receive the report Lessons Learned From Our Twin Crises: 2019/2020 Far North Drought and COVID-19 Pandemic.

CARRIED

6.3 INTERNAL AUDIT AND ASSURANCE - DECEMBER 2020

Agenda item 6.3 document number A3001786, pages 105 - 109 refers.

RESOLUTION 2020/7

Moved: Member Bruce Robertson

Seconded: Cr Kelly Stratford

That the Assurance, Risk and Finance Committee receive the report Internal Audit and Assurance - December 2020.

CARRIED

6.4 LEVEL OF SERVICE KPI QUARTER 1 PERFORMANCE REPORT

Agenda item 6.4 document number A2998583, pages 110 - 132 refers.

RESOLUTION 2020/8

Moved: Member Bruce Robertson

Seconded: Cr John Vujcich

That the Assurance, Risk and Finance Committee receive the report Level of Service KPI Quarter 1 Performance Report .

CARRIED

6.5 REVENUE RECOVERY REPORT - 31 OCTOBER 2020.

Agenda item 6.5 document number A3008875, pages 133 - 139 refers.

RESOLUTION 2020/9

Moved: Member Bruce Robertson

Seconded: Cr John Vujcich

That the Assurance, Risk and Finance Committee receive the report "Revenue Recovery Report - 31 October 2020."

CARRIED

6.6 COUNCIL FINANCIAL REPORT FOR THE PERIOD ENDING 31 OCTOBER 2020

Agenda item 6.7 document number A3013139, pages 148 - 167 refers.

RESOLUTION 2020/10

Moved: Cr John Vujcich

Seconded: Cr Rachel Smith

That the Assurance, Risk and Finance Committee receive the report Council Financial Report for the Period Ending 31 October 2020.

CARRIED

6.7 ALGIM IT SATISFACTION SURVEY RESULTS

Agenda item 6.8 document number A2988867, pages 168 - 175 refers.

RESOLUTION 2020/11

Moved: Member Bruce Robertson

Seconded: Cr John Vujcich

That the Assurance, Risk and Finance Committee receive the report ALGIM IT Satisfaction Survey Results.

CARRIED

7.0 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2020/12

Moved: Cr John Vujcich

Seconded: Cr Kelly Stratford

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
7.1 - Confirmation of Previous Minutes	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
7.2 - ICT Security Audit Results	s7(2)(b)(i) - the withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret 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.	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

7.3 – Renewal of Revolving Cash Facility	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.	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

7.7 CONFIRMATION OF INFORMATION AND DECISIONS IN OPEN MEETING

<p>RESOLUTION 2020/15</p> <p>Moved: Cr John Vujcich Seconded: Member Bruce Robertson</p> <p>That Assurance, Risk and Finance Committee confirm that the information and decisions contained in the part of the meeting held with the public excluded is not to be restated in public meeting.</p> <p style="text-align: right;">CARRIED</p> <p><u>Abstained:</u> Cr Rachel Smith</p>

8 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

Cr Moko Tepania closed the meeting with a karakia.

9 MEETING CLOSE

The meeting closed at 3.25 pm.

The minutes of this meeting were confirmed at the Assurance, Risk and Finance Committee Meeting held on 10 February 2021.

.....
CHAIRPERSON

5 REPORTS

5.1 UPDATE OF POLICY - APPOINTMENT OF DIRECTORS TO COUNCIL ORGANISATIONS

File Number: A3058464

Author: Janice Smith, Chief Financial Officer

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

Policy 2117 outlines the process for the appointment or re-appointment of Directors to Council Organisations. The policy was created in June 2003 and has not been updated.

EXECUTIVE SUMMARY

- The current policy was created in June 2003.
- It has not been updated to reflect changes to Council Organisations covered by the policy or changes in names of Committees.
- The proposed amendments will update the policy to the current requirements for Council Organisations.

RECOMMENDATION

That the Assurance, Risk and Finance Committee recommend to Council that the updated Policy 2117 – Appointment and Remuneration of Directors for Council Organisations be approved.

1) BACKGROUND

Policy 2117 – Appointment and Remuneration of Directors for Council Organisations was originally developed in 2003 when Council was only responsible for Far North Holdings as a Council Controlled Trading Organisation. It has not been updated to reflect changes in either Council Organisations or Committee structures.

2) DISCUSSION AND OPTIONS

Policy 2117 is now required to cover a broader range of Council Organisations and this may change in the future. The Policy also references an approving Committee that no longer exists.

It is important that the Policy be flexible so that an amendment is not needed if Council decides to amend the Committee structure in the future. The current delegations to Committees identify what each Committee is responsible for and that is the appropriate mechanism for identifying where the responsibility for the appointment of directors lies.

Reason for the recommendation

To update the policy to enable future appointment of Directors to Council Organisations.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

None

ATTACHMENTS

1. **Appointment and Remuneration of Directors for Council Organisations Policy-Updated Feb 2021 - A3058349** [↓](#) 

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.

Compliance requirement	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	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy 2117 – Appointment and Remuneration of Directors for Council Organisations
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.	N/A
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.	N/A
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).	N/A
State the financial implications and where budgetary provisions have been made to support this decision.	None
Chief Financial Officer review.	The Chief Financial Officer prepared this report

Appointment and Remuneration of Directors for Council Organisations (#2117)

Date Issued: 19 June 2003

Updated February 2021

Background

The Far North District Council (FNDC) either owns or has an interest in number of council organisations (COs). These include the following:

- 1. Far North Holdings Ltd:** Council controlled trading organisation (CCTO) where Council owns 100% of the shares, appoints 100% of the directors, and manages a portfolio of Commercial and Community property investments, including the operation and maintenance of maritime facilities.
- 2. Other Council Controlled organisations:** The Pou Herenga Tai Twin Coast Cycle Trail Charitable Trust where Council has a controlling interest in the makeup of the board.
- 3. Various bodies appointed under legislation:** Council organisations (CO) where Council may appoint management committees to administer land and facilities owned by Council and subject to the Reserves Act 1977 and similar legislation.

These organisations deliver services, provide advice, or in some way support the achievement of the objectives in the Council's long term council plan (LTP).

As per the Local Government Act 2002, the council may appoint a person to a directorship of council organisations only if the council considers the person has the skills, knowledge and experience to:

- Guide the organisation given the nature and scope of its activities
- Contribute to the achievement of the objectives of the organisation.

Objective

To set out a transparent process for Council to consider and appoint directors of COs.

Policies

1. Skills

The council considers that any person that it appoints to be a director of a CO should, as a minimum, have the following skills:

- Intellectual ability
- An understanding of governance issues
- Business experience/experience relevant to the organisation
- Sound judgment
- A high standard of personal integrity
- The ability to work as a member of a team.
- Commitment to the principles of good corporate citizenship
- Understanding of the wider interests of the publicly accountable shareholder.
- A demonstrable commitment to the Far North District.

2. Appointment Process

When vacancies arise in any CO the council will follow the following process for appointing directors.

A report will be prepared that will, in most cases, include information relating to current Directors therefore it will be submitted to the Publicly Excluded agenda of Council to seek a decision on whether to advertise a particular vacancy or make an appointment without advertisement. When making this decision the council will consider:

- The costs of any advertisement and process
- The availability of qualified candidates
- The urgency of the appointment (e.g. a CO that is without a quorum cannot hold board meetings).

Once the decision has been made on the appointment process, it must be notified in the public portion of the meeting

a. Appointment by Advertisement

Where the council decides to advertise a vacancy, it will form an ad hoc committee chaired by the Mayor, or a Councillor nominated by the Mayor.

An advertisement seeking expressions of interest will be placed in the appropriate media sites and be open for a minimum of 3 weeks.

All applications will be reviewed and a shortlist of candidates will be prepared by the Mayor, the chairperson of the committee charged with responsibility for monitoring the CO, and the Chief Executive.

The relevant committee will interview the shortlisted candidates, check all references, and report to council on each of the candidates, making a recommendation on its preferred candidate if it wishes to do so.

b. Appointment without Advertisement

Where the council decides not to advertise a particular vacancy it will refer the matter to council or the relevant committee that is responsible for monitoring the CO. The council committee will consider the appointment at its next scheduled meeting and make a recommendation to Council in relation to the appointment.

3. Final Appointment

The council will make a decision in committee (thus protecting the privacy of natural persons). Public announcement of the appointment will be made as soon as practicable after the council has made its decision.

4. Reappointment

Where a director's term of appointment has expired and he or she is offering him or herself for reappointment, the Mayor, or a Councillor nominated by the Mayor, will consult with the Chairperson of the CO with regard to:

- Whether the skills of the incumbent add value to the work of the organisation
- Whether there are other skills the organisation needs
- Succession issues

The Committee will consider the information obtained and, taking into account the director's length of tenure, form a view on the appropriateness of reappointment or making a replacement appointment.

Council may reappoint an existing director for a further term without activating the formal appointment process. Where it is not intended to reappoint the incumbent, the appointment process outlined above will apply.

5. Rotation of Directors and Length of Tenure

The Directorship shall be reviewed by the board of the relevant organisation each year at the time of the Annual Report of the Company.

Directors will normally be appointed for periods of three years. Subject to a review of the director's performance after the first three-year period, the normal tenure for a director will be six years.

Following six years of services, a director may be appointed for a further three years if the benefit of such an extension is considered to outweigh the potential advantages of seeking and appointing a new candidate.

It is desirable that a director not be reappointed to the same organisation after nine years of service.

6. Conflicts of Interest

FNDC expects that directors of Council-controlled organisations will avoid situations where their actions could give rise to a conflict of interest. To minimise these situations, the council requires directors to follow the provisions of the New Zealand Institute of Directors' Code of Ethics. All directors are appointed 'at the pleasure of the council' and may be dismissed for breaches of this code.

7. Remuneration

It is Council policy not to remunerate directors of council controlled organisations. Remuneration of directors by the Council-controlled organisation is a matter for the organisation concerned.

5.2 RECOMMENDATION TO REMOVE ARF002 BUILDING CONSENTS – BCA STATUS RISK FROM THE ORGANISATIONAL RISK DASHBOARD

File Number: A3047645

Author: Tanya Reid, Business Improvement Specialist

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

To seek to approve the removal of ARF002 Building Consents – BCA status risk from the organisational risk dashboard.

EXECUTIVE SUMMARY

- ARF002 Building Consents – BCA status risk is an organisational risk in the Operational/Financial category (whole of business view of the Council) performance including service/services delivery, risk, finance, environmental.
- Of the 12 risks adopted in May 2019 the ARF002 Building Consents – BCA status risk was the second highest priority risk with a medium impact score of 51.
- A comprehensive treatment plan (supported by both the Transformation & Assurance and Programme Delivery Teams) has been deployed over the last 24 months that has yielded remarkable results.
- The total residual impact score has been rescored, with a residual score of 11 the risk is now assessed as low impact.
- This risk is assessed as both low impact and unlikely to occur.

RECOMMENDATION

That the Assurance, Risk and Finance Committee approves the removal of ARF002 Building Consents – BCA status risk from the organisational risk dashboard.

1) BACKGROUND

In November 2018 elected members workshopped and agreed their top organisational risk dashboard.

The top organisational risk dashboard was adopted 30th May 2019.

Of the 12 risks originally on their risk dashboard the Building Consents – BCA risk was the second highest priority risk with a medium impact score of 51.

The Building (Accreditation of Building Consent Authorities) Regulations 2006 sets out how the requirements which a BCA must meet in New Zealand.

Table 1: November 2018 ARF002 Building Consents – BCA status risk description and scoring

ID#	Score	Risk Description	Impacts	Treatments	Residual Risk Score
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Risk scores help us to understand the severity of each risk. In December 2020, after implementing and testing the treatment plan (including an external accreditation assessment of FNDC's BCA (against the Building (Accreditation of Building Consent Authorities) Regulations 2006), ARF002 Building Consents – BCA status risk was rescored using the FNDC risk matrix.

2) DISCUSSION AND OPTIONS

The Far North District Council BCA had been assessed frequently over the last two years due to an identified lack of compliance with the Building (Accreditation of Building Consent Authorities) Regulations 2006.

An accreditation assessment of the Far North District Council Building Consent Authority (BCA) was completed, by International Accreditation New Zealand (IANZ) during October 2020 to determine our compliance with the requirements of the *Building (Accreditation of Building Consent Authorities) Regulations 2006* (the Regulations). This assessment identified that the BCA had significantly improved their processes and systems since the last assessment.

Although some general non-compliances were identified during the assessment, the BCA is now seen to be in control of its processes, with good recording, reporting and good communication. The assessors also commented that “it was very positive to note that the BCA was already aware of most of the items identified during the assessment and was already working to find resolutions.”

Most hearteningly, the schedule for IANZ assessments has returned to a usual footing with the next IANZ assessment of the BCA planned for October 2022.

Table 2: October 2020 IANZ BCA accreditation assessment findings

ASSESSMENT FINDINGS		
	This assessment:	Last assessment:
Total # of “serious” non-compliances:	0	0
Total # of “general” non-compliances:	11	23
Total # of non-compliances outstanding:	6	4
Recommendations:	4	8
Advisory notes:	0	1
Date clearance plan required from BCA:	11 December 2020 (completed and accepted)	
Date non-compliances must be cleared:	12 March 2021	

The clearance plan has been presented and accepted with an expectation that three outstanding General Non-Conformances will be cleared ahead of the 12 March 2021 deadline.

Reason for the recommendation

A recommendation to remove ARF002 Building Consents – BCA status risk from the organisational risk dashboard is supported by the total risk score and probability; and the controls in place.

In December 2020 ARF002 Building Consents – BCA status was rescored using the FNDC risk matrix. The rescoring is captured in Table 3.

Table 3: ARF002 Building Consents – BCA status risk impact score using the FNDC matrix:

	Financial Risk			Customer Risk			Reputational Risk			Compliance/Legal Risk			Health and Safety Risk		
High Intolerable															
Medium															
Low- none		X		X				X			X		X		
	Unlikely	Probable	Will Happen	Unlikely	Probable	Will Happen	Unlikely	Probable	Will Happen	Unlikely	Probable	Will Happen	Unlikely	Probable	Will Happen

ARF002 Building Consents – BCA status is an organisational risk in the Operational/Financial category (whole of business view of FNDC performance including service/services delivery, risk, finance, environmental). Organisational risks may impact on council achieving its vision, mission and community outcomes.

With a total residual impact score of 11 this risk is now assessed as low impact and unlikely to occur, see Table 4.

Table 4: ARF002 Building Consents – BCA status risk map as assessed December 2020

	Total Risk		
High - Intolerable			
Medium			
Low- none	X		
	Unlikely	Probable	Will Happen

This reduction in risk score has been achieved through proactive changes and controls. Current ARF002 Building Consents – BCA status controls in place are:

1. District Services Group Risk Register: continuing risk management via the District Services Group Risk Register.
2. Internal Audits:
 - a. Management of a programme of scheduled systems audits by the Manager, Quality.
 - b. Management of a programme of scheduled technical audits by BCA Team Leaders.
3. External Audit: external audit recommendations captured on the Audit Recommendations Register and reported to Assurance, Risk and Finance Committee within the Internal Audit and Assurance Report.
4. Workforce planning is in place to monitor the BCA to ensure FNDC meets the requirements of regulation 8 of the Building (Accreditation of Building Consent Authorities) Regulations 2006.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There is no financial implication or request for budgetary provision.

ATTACHMENTS

Nil

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.

Compliance requirement	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	The recommendation in this report does not meet the thresholds as per the Council's significance and engagement policy.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Risk Management Policy.
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.	None.
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.	The recommendation in this report does not have any direct implications for Māori.
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).	There are no affected or interested parties to this recommendation.
State the financial implications and where budgetary provisions have been made to support this decision.	There is no financial implication or request for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

6 INFORMATION REPORTS

6.1 FEBRUARY 2021 RISK MANAGEMENT REPORT

File Number: A3053831

Author: Tanya Reid, Business Improvement Specialist

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

To provide a report on organisational risk management, emergent risk and scheduled risk progress reports for the organisation's top risks.

EXECUTIVE SUMMARY

Risk progress updates are provided for three of the top organisational risks. The risk rating trend has been assessed as stable for two of the reported risks and a risk trend increase for one of the reported risks.

A new emergent risk is identified in relation to the outcome of the Worksafe investigation into the Whakaari/White Island tragedy.

The 2021 proposed risk programme is tabled. This will form part of a wider risk discussion. Progress on group risk continues.

RECOMMENDATION

That the Assurance, Risk and Finance Committee receive the report February 2021 Risk Management Report.

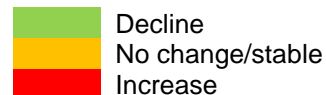
BACKGROUND

The top organisational risks are risks that may impact on Council achieving its vision, mission and community outcomes and are regularly reported to the Assurance, Risk and Finance Committee to ensure they are being appropriately managed. A number of these risks are subject to external influences which may affect effective council operations. Table 1, below, provides a risk snapshot of the Assurance, Risk and Finance Committee Organisational Risk Dashboard with inherent and residual risk scores as accepted by this Committee and the risk progress to the residual risk score as assessed by the risk subject matter experts.

The Transformation and Assurance team continues to work with the organisation to refresh / establish Group risk registers, with treatment plans, and regular reviews.

Table 1: Top organisational risk dashboard

Key to trend of risk rating:



Risk ID:	Risk title	Inherent risk score	Trend of risk rating	Residual risk score	Accountable Risk Governance	Responsible Risk Governance	Risk Progress Report schedule	Risk Progress Report ARF agenda:
ARF001	Climate Change	63		30	CEO	GMSP	6 Monthly	Sept 20
ARF002	BCA Status Risk	51		18	CEO	GMDS	Monthly SLT/ARF/Council	
ARF003	Health & Safety Vulnerabilities	46		34	CEO	Manager P&C	2 Monthly	Oct 20
ARF004	Asset Management Risks	45		18	CEO	GMIAM	6 Monthly	Sept 20
ARF005	Affordability Risk	45		26	CEO	GMSP	6 Monthly	Dec 20
ARF006	Project Priorities Deliveries Delays	45		14	CEO	GMIAM	2 Monthly	Oct 20
ARF007	Compliance NRC Abatements	45		18	CEO	GMIAM	6 Monthly	Dec 20
ARF009	Customer Service Delivery	39		22	CEO	Manager P&C	2 Monthly	Oct 20
ARF010	Data Governance Risks	39		14	CEO	CEO	6 Monthly	Dec 20
ARF011	Organisational Cohesion Risks	29		14	CEO	CEO	6 Monthly	Sept 20
ARF012	Contract Management Risks	39		14	CEO	GMIAM	2 Monthly	Oct 20
ARF013	Drinking Water Resilience	39		ARF to agree level residual risk	CEO	GMIAM	3 Monthly	Dec 20

Table 2: proposed risk programme for 2021

	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
ARF meeting date:	10/02	24/03		05/05	16/06	21/07		08/09	20/10		01/12
Report deadline:	05/01	23/02		01/04	14/05	23/06		10/08	21/09		02/11
Risk Management Report	✓	✓		✓	✓	✓		✓	✓		✓
Risk presentations	✓										
Risk deep dives											
Risk decision reports	ARF002	ARF011									
Emergent Risk Reports				*1 *2		*3					
Risk progress reports											
ARF001 Climate Change		✓						✓			
ARF003 Health & Safety Vulnerabilities	✓			✓		✓		✓			✓
ARF004 Asset Management Risks		✓						✓			
ARF005 Affordability					✓						✓
ARF006 Project - Priorities Deliveries Delays	✓			✓		✓			✓		
ARF007 Compliance NRC Abatements					✓						✓
ARF009 Customer Service Delivery		✓			✓			✓			✓

	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
ARF meeting date:	10/02	24/03		05/05	16/06	21/07		08/09	20/10		01/12
ARF010 Data Governance Risks					✓						✓
ARF012 Contract Management Risks	✓			✓		✓			✓		
ARF013 Drinking Water Resilience		✓			✓			✓			✓

*1 The financial and legal risks due to the effects of climate change

*2 Proposed government changes to the majority of local government procurements of \$100,000 and greater

*3 Three waters reform

DISCUSSION AND NEXT STEPS

Organisational risk management:

In December 2020 the Assurance, Risk and Finance Committee commenced the assessment to determine the desired residual risk score for ARF013, Drinking Water Resilience. A staff workshop is scheduled (16/01/2021) to identify the impact, on the inherent risk score, of all the current treatments; and to assess the impact on the risk score of proposed treatments in the LTP (for the first three years of the LTP). This will then be used to inform the Assurance, Risk and Finance Committee discussion on the desired residual risk profile.

At the request of the Assurance, Risk and Finance Committee (December 2020) a risk presentation and discussion is tabled for the February agenda. This will include a review of the proposed 2021 risk work programme.

A separate report on the February Assurance, Risk and Finance Committee agenda is recommending the removal of ARF002 BCA Status Risk from the organisational risk dashboard with ongoing risk oversight on the District Services Group Risk Register.

In November 2020, the Council completed our second CouncilMARK Assessment. This provides external evidence supporting a decline for the organisational risk, ARF011 Organisational Cohesion. A report recommending the removal of this risk will be on the March 2021 Assurance, Risk and Finance Committee agenda.

Emergent Risk:

A new emergent risk has been identified. This is in relation to the potential impact of the Worksafe decision, December 2020, to charge 13 parties over the Whakaari/White Island tragedy; and the government review of Worksafe's performance.

Table 3: Table of identified emergent risk

Emergent Risks	Presented to Assurance, Risk and Finance Committee	Progress
1. The risk of externally funded shovel ready, economic stimulus employment opportunity projects due to the impact of the COVID-19 pandemic.	October 2020	Subject of a report to the Assurance, Risk and Finance Committee meeting of October 2020.
2. The financial and legal risks due to the effects of climate change. Timing of a report on this risk, to the Assurance, Risk and Finance Committee meeting, is to be determined.	October 2020	An emergent risk report is proposed for the May 2021 agenda.
3. District Services have proposed to escalate one of their top group risks for consideration of inclusion on the top organisational dashboard.	October 2020	It is proposed that this be included in the Assurance, Risk and Finance Committee risk workshop agenda.
4. The risk of not fit for purpose business continuity arrangements.	October 2020	This was subject to a report at the December 20 Assurance, Risk and Finance Committee meeting.
5. Extending the Government Procurement Rules to government entities in the New Zealand public sector.	December 2020	An up-date is expected in the March 2021 risk management report with a full report to Assurance, Risk and

		Finance Committee planned for May 2021.
6. Development of new legislation and the creation of Taumata Arowai, the new Water Services Regulator, to oversee and enforce a new drinking water regulatory framework, with an additional oversight role for wastewater and stormwater networks.	December 2020	Government report is due 08/06/21
7. Affordability impact of the Local Government (Rating of Whenua Maori) Amendment Bill.	December 2020	Impact to be considered as part of the affordability risk.

Organisational risk progress reports:

Three scheduled risk progress reports, including high level treatment plan progress, are provided with highlights and analysis of risk progress below. More detail is available in the attached risk progress reports.

No additional reporting requirement for organisational risk has been identified.

Risk progress report – highlights and analysis:

1. 2021 02 ARF003 Health Safety and Wellbeing Vulnerabilities Risk Progress Report: The risk rating trend has been assessed as increasing due to the treatment plan progress; increase in threatening behavior from the public; and the ongoing non-compliance with Health and Safety at Work Act regulations across our assets.
2. 2021 02 ARF012 Contract Management Risks Risk Progress Report: The risk rating trend has been assessed as stable (no change). The plan is to continue to make progress against treatment solutions.
3. 2021 02 ARF006 Project - Priorities Deliveries Delays Risk Progress Report: The inherent risk rating trend has been assessed as stable (no change). IAMS are actively working on treatments with a number of treatments established.

Group Risk:

To enable and empower the organisation the Transformation and Assurance will refresh their collaborative work programme to complete the establishment of Group Risk Registers and risk management process. The District Services Group Risk Register is established with regular risk discussions taking place.

Our goal is for Group risk registers to capture and maintain information on the identified risks and will be used to inform elected members.

Table 4: Summary of progress, Group Risk Registers




Group Risk Register:	Number of identified risks:	Number of high impact/likelihood risks:	Commentary:
CEO Office	No risks have been identified.		Further risk workshops to be planned.
Corporate Services	35 departmental risks. No group risks have been identified.	Two departmental risks have an inherent risk score of 39 or greater.	Further risk workshops to be planned.
District Services	19 risks, made up of 15 departmental risks and four group risks.	Three departmental and one group risk have an inherent risk score of 39 or greater.	Customer Services Risk and Business Continuity Plan Workshop scheduled for 26/01/2021. Proposed escalation of their top group risk.

Infrastructure and Asset Management	44 risks, made up of 17 departmental risks; 18 group risks; and one organisational risk.	Three departmental; four group risks; and one organisational risk have an inherent risk score of 35 or greater.	Further risk workshops to be planned.
Strategic Planning and Policy	Six risks, three organisational with the remaining unclassified.	One risk has an inherent risk score of 35.	Strategy Development Risk workshops recommenced December 2020. A second workshop is scheduled for 23/02/2021.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

No additional budgetary provision is requested.

ATTACHMENTS

1. **2021 02 ARF003 Health Safety and Wellbeing Vulnerabilities Risk Progress Report - A3053818** [↓](#) 
2. **2021 02 ARF006 Projects Priorities Delivery Delays Risk Progress Report - A3053819** [↓](#) 
3. **2021 02 ARF012 Contract Management Risk Progress Report - A3053821** [↓](#) 



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ARF003 Health Safety and Wellbeing Vulnerabilities

Risk Status Progress Report for February 2021

Prepared: 6/01/21

Description of risk and impact

Health, Safety and Wellbeing Vulnerabilities are those elements defined in the Health and Safety at Work Act (2015).

The Council has a duty to ensure, so far as is reasonably practicable, that our workplace is without risks to the health, safety and wellbeing of any person and has controls in place to firstly eliminate or minimize those risks.

Existing Treatments - What has been done so far?

Regular health and safety reporting, with lag and lead indicators, is included People and Capability section of the CEO report. Current trends show a drop off in reported health and safety incidents from an average of 13 incidents per month to 8 incidents per month.

The Council's 5-year strategic plan is currently six months into year three of Horizon 2. Planned activities are on track with 68% of the planned activities completed; and delivery of the remaining planned activities to the revised schedule. It should be noted that two initiatives are not included within the 5-year strategic plan. These are lone worker safety and health monitoring for high risk staff vulnerabilities.

The FNDC Health and Safety Committee continue to meet monthly; and all staff have a Health Safety and Wellbeing focused KPI which is reviewed and monitored quarterly. Last KPI performance year data is being analysed and insights shared with SLT.

The calendar of core Health Safety and Wellbeing activities has been reviewed, due to COVID-19, with some activities being bought forward and others re-scheduled.

Your Voice results for 2020 have been released with a continued overall increase in the Health & Safety index score (when compared year on year). Wellbeing has been identified as a focus area for further improvement with an initiative to review and implement further support mechanisms as part of the survey's engagement action plan.

Current health and safety concerns are focused on COVID-19, distributed working and lone worker vulnerabilities. COVID-19 related support to customer facing and field staff include PPE, office hygiene kits and additional engineered solutions (e.g. sneeze guards). The number of staff remote working further reduces COVID-19 related risks.

Treatment progress is not to plan for six health and safety vulnerabilities. Progress is captured in the table below:

High level treatment plan and progress up-date:

Vulnerabilities being addressed:	Progress update:
1. Lone Worker Safety	Progress not to original plan.

	<p>COVID19 delays has meant a two-phase installation and roll-out, with Phase 1 installs and training for Animal Management and NTA teams completed this reporting period.</p> <p>Phase 2 installs and training commence at end of January/early February 2021.</p> <p>An additional project is being developed for District Services monitoring/compliance staff – refer threatening behavior vulnerability below.</p>
2. Health Monitoring for high risk staff (staff who have high levels of health exposure due to their roles e.g. wastewater staff, animal management officers, building officers)	<p>Project has been rescheduled due to COVID-19.</p> <p>A Health Monitoring programme is being established for high risk roles. The programme provider has been identified and a project plan in place, with delivery end of Q3 FY21.</p>
3. Non-compliance against Health and Safety at Work Act regulations across our assets.	<p>Progress not to plan</p> <p>We remain non-compliant at two of FNDC's water/wastewater Treatment Plants. Contractor partners closed out the actions for five water/wastewater plants and one swimming pool.</p> <p>As the asset owner we should establish regular audits and monitoring with our contractors who are responsible for the management and operation of these assets. This work is ongoing with Three Waters Alliance partners.</p>
4. Contractor Management	<p>Progress to plan with treatments in place.</p> <p>We have 109 SiteWise registered pre-qualified preferred contractors, with an average assessment score of 84%.</p> <p>Current tender documents include the SiteWise requirement with ongoing regular contractor monitoring and site inspections/audits via Project Managers and Contract Managers.</p> <p>District wide workshops are planned to help fast track Tier 3 contractors involved in the externally funded projects. Four workshops were held in 2020.</p> <p>Gap: there may be some legacy service providers who are not SiteWise pre-qualified. This work will form part of scope for the health and safety consultants work in 2021.</p>
5. Wellbeing programs to address our changing workforce	<p>Progress not to plan</p> <p>Program to be reviewed with implementation of remote working and hybrid operating modules, including feedback via Your Voice survey that more support is required in the Wellbeing space.</p>

6. Threatening behavior from members of the public	<p>Progress not to plan.</p> <p>The December period has seen a continued increase in threatening behavior related incidents (four in December), involving both staff and contractors. Work is being progressed with contract partners to review controls in place to protect workers.</p> <p>Technical solutions have been procured for 23 front line staff as part of the Lone Worker Project, including 24/7 monitoring services.</p> <p>Support plan is in place for any threatened staff.</p> <p>District Services project to implement body cameras and stab-proof vests have been fast tracked to high risk roles, project to commence Q3 FY21.</p>
7. FNDC's Generic Hazards and Controls/Treatments	<p>Progress not to plan</p> <p>Generic hazards have been identified and agreed by the Health and Safety Committee. Development of action plans and treatments have been delayed due to remote working. Q3 roll of controls to commence via HSW Committee representatives.</p> <p>Remote working to be considered and suitable minimum controls to be reflected in the treatment plans.</p>

Where are the gaps? / what more could we be doing?

- Worker engagement is developing and ongoing.
- Speed of Council to bring Assets up to meet legislative requirements as regulations change.
- Working remotely from home safely as an organisation. Monitoring the impacts of this way of working continue. WorkSafe's guidelines are still to be published to help determine what "best practice" looks like.
- WorkSafe's Whakaari (White Island) decision on those 13 organisations not meeting their obligations as a PCBU under the Health and Safety at Work Act (2015) has created further uncertainty. A Council Health & Safety deep dive session, as part of critical risk review will help provide further clarity and focus. This has been identified as an emergent risk in the February 2021 risk management report.

The impact and likelihood of this risk has increased due to treatment plan progress; increase in threatening behavior from the public; and the ongoing non-compliance with Health and Safety at Work Act regulations across our assets.

Inherent Risk:	Trend of risk rating	Residual Risk:	Accountable:	CEO	Date raised:	29/11/18	Report frequency:
	Increase		Responsible:	Mgr. P&C	Date accepted:	16/06/19	2 monthly



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ARF006 Projects / Priorities Delivery Delays

Risk Status Progress Report for February 2021

Prepared: 07/01/2021

Description of risk and impact

Project / Priority delivery risks start with the elements of the project lifecycle (conception and business casing through delivery and ongoing management / maintenance) and involve having robust capabilities to support each stage of this life-cycle. Deficiencies in any one of these stages have flow on effects including costs, quality and delays.

Existing Treatments

Treatments established:

The November 2020 CouncilMARK review has acknowledged the significant improvements to how we manage capital programmes.

1. Building capability

- a. Project Management Office Project Management framework: This is now starting to pay dividends. Results are being seen in the delivery of projects in a more mature manner, in line with project management best practice. This improvement was acknowledged as "significant" in the CouncilMark assessment.
- b. Business case specialist is now in place. Expectation is that benefits will be seen in the next LTP.
- c. The Project Delivery Team has completed project management and commercial training. Microsoft project training is scheduled for January 2021.

2. Managing capacity

- a. All capital projects are reviewed with elected members engaged as part of the LTP process.

3. Reporting

- a. The Capital Project Report Improvement has been established; the outcome delivered in the monthly IAMs business report.

High level treatment plan and progress up-date:

High level treatment plan:	Progress update:
Project Management Office Project Management framework.	<p>Ongoing.</p> <p>The team is empowered to identify and make continuous improvements to the framework.</p> <p>In line with best management practice a formal review of the framework is being planned to ensure it is best streamlined to meet the requirements of the team. This work has been delayed as the</p>

	specialist resource was deployed to work on portfolio management for the LTP.
Review of the Asset Management frameworks	To start. This review will help to identify current short comings in the Asset Framework so that it can be further developed to produce better quality business cases and scopes.
Training, project governance and project roles.	Ongoing. The Project Delivery Team is completing bespoke internal training round programme management and creation. This will include lessons learned.
Project resourcing	In place As part of the government's COVID-19 economic recovery response FNDC has received significant external funding for new capital projects. These projects are being delivered by a separate team, with governance structure and regular reporting so as not to impact "business as usual" projects.

Where are the gaps? / what more could we be doing?

Current environment

Contractor resourcing may potentially be a risk to project delivery timeframes.

There remain a number of fundamental issues which need to be addressed. These are dependent on other programmes of work such as Living Asset Management Plans and Project Darwin.

Inherent Risk:	Trend of risk rating	Residual Risk:	Accountable:	CEO	Date raised:	29/11/18	Report frequency:
	Stable		Responsible:	GM IAMs	Date accepted:	30/05/19	Two monthly



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ARF012 Contract Management Risks

Risk Status Progress Report for February 2021

Prepared: 23/12/20

Description of risk and impact

Contract management risk can arise due to contract wording, contract breaches, contract performance and relationship management.

Contract management risks have the potential to negatively impact on financial, legal, reputational, service delivery and create long term issues for the Far North District. If not managed correctly we could see delays and interruptions with lengthy drawn out disruption. Commercial resource demand could be impacted.

Existing Treatments

Treatments established:

A. Two specialists are now in place:

1. Contract Management Specialist whose focus is to build capability and address risk treatments; and
2. Contract Specialist whose focus is the operational contract management in District Facilities with the primary focus on the new swimming pool contracts.

B. A FNDC-wide Contracts Register is available in TK2 system.

High level treatment plan and progress up-date:

High level treatment plan:	Progress update:
Develop a Contract Management Framework. The Contracts Framework will cover three main contractual arrangements with the addition of AOG (All of Government) and syndicated contracts.	Completed. Timeline: January: peer review of the Contract Management Framework will be completed February: phase 1 of the roll out to commence with IAMs
Develop Policy, process and templates.	In progress. Delivery planed for quarter two of the new financial year. Templates for contracts completed.
Building capability	
Increase internal commercial expertise.	In progress. Weekly training to develop contract management capability in the IAMs Infrastructure & Asset

	Management team continues. Currently working through the New Zealand standard construction contract, NZS3910.
Contract Management training. Training plan to support contract management framework roll-out to be developed.	Underway.

Where are the gaps? / what more could we be doing?

Current environment:

Due to the number of District Facilities contracts, coming up for renewal over the next 18-months, IAMs have seconded expert technical assistance, for two years, in the role of Manager - Business Development IAMs to lead this process. The Manager - Business Development IAMs has developed a deliberate programme of work which includes Section 17A reviews and an internal assurance review. The internal assurance review is currently being scoped with District Facilities and is planned to commence in the New Year. This review will further inform this risk.

The plan is to continue to make progress against treatment solutions as identified in the table above.

Currently no gaps are identified

Inherent Risk:	Trend of risk rating	Residual Risk:	Accountable:	CEO	Date raised:	29/11/18	Report frequency:
	Stable		Responsible:	GM IAMs	Date accepted:	30/05/19	2 monthly

6.2 2021-02-10 REVENUE RECOVERY REPORT

File Number: A3067425

Author: Margriet Veenstra, Manager - Transaction Services

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to provide a quarterly update on Revenue Recovery to the Far North District Council Assurance, Risk, and Finance Committee.

EXECUTIVE SUMMARY

This is the fourth report for the financial year 2020/21 and provides information on action taken to collect the current and arrears balances for rates, water and sundry debt so far this year, and to provide information on how collection is tracking against targets.

RECOMMENDATION

That the Assurance, Risk and Finance Committee receive the report 2021-02-10 Revenue Recovery report 2021-02-10.

1) BACKGROUND

This document has been prepared to outline current and arrears balances for rates, water and Sundry debt as at 31 December 2020 and the actions taken by the debt management 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 Assurance, Risk and Finance Committee on a regular basis.

2) Discussion and Next Steps The data provided is for General Title and Maori Freehold Land rates; and water accounts with sundry debtors shown under separate heading.

General Title rates and water debt

Key actions since the last report:

- Between the 1st of October and the 20th of October, debt management proactively called owners of properties with mortgages who are in arrears to offer payment plans to avoid mortgage demand.
- A total of 412 mortgage demand letters were sent in October and November, to the owners of properties with arrears debt of more than \$3,000. To date 54 property owners have paid the arrears balance, 60 have set up a direct debit and four have a payment arrangement. A further 92 are making payments to clear the arrears.
- Council's Legal team sent letters to eight property owners, identified for legal proceedings. To date, seven owners now have a payment arrangement or direct debit in place. Legal proceedings will commence for the one property that has not.

Legal action update:

- Default judgment was received for a further seven properties since the last report.
- Council currently has judgment secured against 12 properties for \$271,277.79 of which \$227,671.98 is rates debt (FNDC & NRC) and \$43,605.81 costs awarded. Charging orders have since been registered.
- Full payment has been received for a further three properties with judgment secured totalling \$40,020.81 in rates arrears and \$11,860.52 in costs.
- To date, payment in full has been received for 12 properties, totalling \$247,282.61 in rates arrears and a further 12 properties have a payment arrangement set up in line with rates easy pay.

Next actions:

- Issue final demand to the mortgage providers for those who were notified in October and November, for which no communication nor payment has been received.
- Issue mortgage demand to the owners for properties with a mortgage, with an arrears balance of \$3,000 or less.
- Prepare and submit policy for approval by Council for next actions for Council to take, post default judgment from the courts.
- Further instructions to external law firm to proceed with additional cases already filed with them and identify properties to commence abandoned land procedures.
- Council legal team to send letters to an additional 20 property owners identified for potential legal proceedings.

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

- These are properties where there is no mortgage, no payments have been received and the owner has not contacted Council to discuss payment options.
- 31% of these accounts have arrears of more than two rating years.
 - 70% of these accounts have received final demand letters from Council
 - FNDC legal team now actively involved with legal proceedings.
 - Debt management will send final demand letters to the remaining 30%.
- 69% is for accounts with up to two years rates arrears.
 - Debt management to commence calling.
 - If no contact is made, demand letters will be sent.

Sundry Debtors debt

The total sundry debtors aged debt balance has increased since the last report, mainly driven by one invoice for \$138,575 but this has since been paid. The 90+ days debt now accounts for 50% of the total debt, of which 47% is Resource Consents.

Further actions to be implemented to reduce resource consent debt:

- Fee review tracker in place, process to be documented.
- Implement interim invoicing at key stages of a resource consent application and stop the process if invoices are not paid by the due date. Research into the required elements has been completed and the process to be agreed.
- Add additional wording to the resource consent application confirmation letter to customers, to explain the payment process, requirements and responsibilities of the applicant.
- Add more detail to resource consent invoices to give a better overview of charges and reduce queries.
- Fee review of initial application fee for resource consent and implementation of an increase at the start of the next rating year in line with current average costs.

Additional debt collection actions by debt management:

- All three demand letters have been loaded in Pathway and debt management have sent first and second letters to qualifying accounts.
- The first default notice has been registered with credit bureau and further accounts to be registered once the third and final demand letter has been sent and no payment has been received.
- Debt management are preparing an application to be submitted to the Disputes Tribunal for a trial case. Disputes Tribunal is less formal than a small claims court. They can hear cases on almost anything but there must be a dispute which both parties have failed to resolve, rather than someone just refusing to pay. It can only be for debt up to \$30,000 but the costs are low (\$45 to \$180). There are no judges, referees only, and lawyers cannot represent us, so debt management officers will need to attend. Council's legal team is supporting with paperwork and preparation for the hearing, however.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Provision is made annually for doubtful debts in relation to the arrears owed to Council. A higher provision for Maori 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.

ATTACHMENTS

1. **2021-02-10 Revenue Recovery Report attachment - A3067350** [↓](#) 

General Title rates and water rates analysis by age at 31 December 2020.

General Title Rates and Water Arrears 2020-21							
General Title Rates 31 December 2020	2019-2020	2018-2019	2017-2018	2016-2017	2015+	Total	# accounts
Abandoned Land	67,673	66,859	66,843	62,589	117,879	381,843	43
Payment Arrangement	63,561	30,793	19,427	-	-	113,781	48
Deceased Rate Payer	76,776	71,199	67,349	57,986	97,923	371,232	46
Mortgage Run 2020-2021	921,638	399,474	224,289	62,059	72,816	1,680,277	577
Legal Action Commenced (external)	140,635	121,124	116,225	106,065	283,356	767,406	68
Legal Action Commenced (FNDC)	11,791	11,708	10,678	9,738	22,349	66,264	8
Liquidation	5,240	4,101	3,845	3,958	7,003	24,148	3
Direct Debit	290,897	109,141	43,513	17,504	18,987	480,041	191
Debt recovery action to commence	1,336,403	861,486	588,765	406,865	529,398	3,722,918	735
Rates Total	2,914,615	1,675,886	1,140,934	726,765	1,149,709	7,607,909	1,719

General Title Water 31 December 2020	2019-2020	2018-2019	2017-2018	2016-2017	2015+	Total	# accounts
Abandoned Land	644	185	313	296	599	2,037	1
Payment Arrangement	81,814	5,524	650	-	-	87,988	11
Deceased Rate Payer	27,704	22,544	14,237	12,525	6,258	83,267	11
Mortgage Run 2019-2020	182,633	111,813	68,688	11,125	6,108	380,366	348
Legal Action Commenced (external)	8,124	11,179	9,145	10,620	25,672	64,740	10
Legal Action Commenced (FNDC)	3,957	1,793	3,509	320	1,714	11,293	1
Liquidation	-	-	-	-	-	-	-
Direct Debit	64,997	44,338	22,061	2,234	4,248	137,878	101
Debt recovery action to commence	129,431	76,594	43,374	40,300	46,120	335,820	210
Water Total	499,303	273,970	161,978	77,420	90,718	1,103,389	693

Maori Freehold Land rates and water analysis by age at 31 December 2020.

MFL Rates 31 December 2020	2019-2020	2018-2019	2017-2018	2016-2017	2015+	Total	# accounts
Payment Arrangement	4,429	3,574	3,501	2,549	84	14,136	5
Deceased ratepayer	23,398	23,088	22,633	20,585	33,089	122,792	14
Direct debit	45,739	35,495	27,865	22,430	29,833	161,362	33
Abandoned Land	5,298	5,235	5,247	5,091	10,332	31,203	3
Debt recovery action to commence	4,124,298	3,782,472	3,515,927	3,431,190	6,238,716	21,092,602	2,337
Rates Total	4,203,162	3,849,864	3,575,172	3,481,844	6,312,053	21,422,095	2,392

MFL Water 31 December 2020	2019-2020	2018-2019	2017-2018	2016-2017	2015+	Total	# accounts
Payment Arrangement	-	-	-	-	-	-	-
Direct Debit	1,145	-	-	-	-	1,145	2
Debt recovery action to commence	50,805	53,732	51,330	32,870	41,051	229,788	40
Water Total	51,950	53,732	51,330	32,870	41,051	230,933	42

Sundry Debtors by age at 31 December 2020.

Sundry Debtors Aged Period Report as at 31 December 2020						
Category	30 Days	60 Days	90 Days	90 Days +	Total	% Debt
Sundry	27,599	139,009	5,298	85,657	257,563	28%
Bookings	-	270	-	510	780	0%
Septage	2,996	932	-	333	4,261	0%
Refuse	-	-	861	13,046	13,906	2%
Building	21,752	24,013	27,601	101,087	174,452	19%
Resource	64,747	31,472	57,875	209,942	364,036	40%
Liquor	12,234	7,245	3,178	4,945	27,602	3%
Health	12,644	6,910	8,420	33,417	61,392	7%
Total	141,972	209,851	103,232	448,937	903,992	100%

6.3 ELECTED MEMBER SENSITIVE EXPENDITURE**File Number: A3014973****Author: Rhonda-May Whiu, Elected Member Administrator****Authoriser: William J Taylor MBE, General Manager - Corporate Services****PURPOSE OF THE REPORT**

To provide information on all expenses incurred by Elected Members.

EXECUTIVE SUMMARY

1. All elected member expenses incurred from 1 July to 30 September 2020.

RECOMMENDATION

That the Assurance, Risk and Finance Committee receive the report Elected Member Sensitive Expenditure.

BACKGROUND

Formal reporting of all Elected Member expenses is a best practice recommendation from Audit New Zealand.

Reimbursement expenses processed as part of the fortnightly pay claim process are also included in the attached figures.

This report reflects the months in which payments were processed and do not necessarily reflect the months when the expenses were incurred.

DISCUSSION AND NEXT STEPS

This information will be reported quarterly to Council.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

This is a report on financial expenditure that has occurred. There are no financial implications or need for additional budgetary provision.

ATTACHMENTS

1. **Sensitive Expenditure 1 July to 30 Sept 2020 - A3073927** [↓](#) 

Elected Member Expenses 1 July to 30 September 2020		
Purpose	Elected Member	Amount (Excluding GST)
Policy Approved Training/Development - Making Good Decisions Foundation Course	Kelly Stratford	\$ 2,198.00
Making Good Decisions Foundation Accommodation and Incidentals	Kelly Stratford	\$ 276.53
Policy Approved Training/Development -Strategy Essentials Training	Rachel Smith	\$ 939.13
Strategy Essentials training Flights	Rachel Smith	\$ 222.44
Policy Approved Training/Development - Making Good Decisions Foundation Course	David Clendon	\$ 2,198.00
Making Good Decisions Foundation Course - Flights	David Clendon	\$ 291.13
Training/Development -Strategy Essentials Training	Mayor and Councillors	\$ 6,000.00
Young elected Members Hui Flights	Rachel Smith	\$ 392.87
Reimbursement of July phone account	Mayor John Carter	\$ 139.59
Reimbursement of August phone account	Mayor John Carter	\$ 124.04
Reimbursement of August phone account	Mayor John Carter	\$ 1.13
Chambers/Elected Member Supplies	All Elected Members	\$ 49.33
Chambers/Elected Member Supplies	All Elected Members	\$ 146.23
Reimbursement of September phone account	Mayor John Carter	\$ 97.84
Koha for translation services	Mayor, Councillors and CB Chairs	\$ 450.00
Incidentals - Sustainable Procurement Workshop facilitator	Mayor, Councillors and CB Chairs	\$ 10.44
Rural and Provincial Sector Meeting Accommodation	David Clendon	\$ 235.04
Various Taxi Expenses	Mayor John Carter	\$ 79.04
Rural and Provincial Sector Meeting Flights	David Clendon	\$ 652.87
Rural and Provincial Sector Meeting Taxi's	David Clendon	\$ 89.46
Rural and Provincial Sector Meeting Accommodation	Ann Court	\$ 463.03
Airport Car Storage	Kelly Stratford	\$ 28.70
Airport Car Storage	John Vujcich	\$ 15.65
Airport Car Storage	Mayor Carter	\$ 37.57
Airport Car Storage	Moko Tepania	\$ 28.70
Te Hiku Business Cards	Te Hiku Community Board Members	\$ 124.00
Kaikohe-Hokianga Community Board Business Cards	Kaikohe-Hokianga Community Board	\$ 93.00
Bay of Islands-Whangaroa Community Board Business Cards	Bay of Islands-Whangaroa Community Board	\$ 186.00
Bay of Islands-Whangaroa Community Board Meeting Venue	Bay of Islands-Whangaroa Community Board	\$ 120.00
Bay of Islands-Whangaroa Community Board Strategic Planning Workshop Venue	Bay of Islands-Whangaroa Community Board	\$ 100.00
Bay of Islands-Whangaroa Community Board Strategic Planning Workshop Venue	Bay of Islands-Whangaroa Community Board	\$ 100.00
Council Business Parking reimbursement	Ann Court	\$ 80.00
Council Business Ferry reimbursement	Kelly Stratford	\$ 23.48
Council Business Ferry reimbursement	Manuela Gmuer-Hornell	\$ 50.78
Council Business Ferry reimbursement	Belinda Ward	\$ 11.30
Council Business Ferry reimbursement	David Clendon	\$ 11.30
Council Business Ferry reimbursement	Emma Davis	\$ 47.83
Reimbursement for printing consumables	David Clendon	\$ 90.90

6.4 LEVEL OF SERVICE KPI QUARTER 2 PERFORMANCE REPORT**File Number:** A3066072**Author:** Mia Haywood, Accounting Support Officer**Authoriser:** Jacine Warmington, General Manager - Corporate Services (Acting)**PURPOSE OF THE REPORT**

The purpose of this report is to present the Level of Service KPI Performance Report for the Assurance, Risk and Finance Committee's consideration.

EXECUTIVE SUMMARY

This report is to present the level of service KPI performance report for the Assurance, Risk and Finance committee's consideration.

RECOMMENDATION

That the Assurance, Risk and Finance Committee receive the report Level of Service KPI Quarter 2 Performance Report.

BACKGROUND

An overview of staffing and financial data is included to give an overall picture of the activity groups, and what factors may have an influence on performance.

DISCUSSION AND NEXT STEPS

This report is for information only. A section of information relating to the water KPI's has been returned as N/A for Q1 and Q2. Unfortunately, staff changes at Far North Waters have meant that the data was not collected, and the new appointee has only just taken up the role.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary provision needed as a result of this report.

ATTACHMENTS

1. **Level of Service - Quarter 2 Report - A3070361** [↓](#) 



Quarterly Performance Report:

Quarter 2: October - December 2020

Performance of Service Level Results

Introduction

Welcome to the performance report for the second quarter of 2020/2021.

This report measures the key Long Term Plan KPIs that we report in the Annual Report, along with some internal performance measures.

Service Level KPIs are reported together by activity group, we have also included an overview of staffing and financial data to give an overall picture of the activity groups and what factors may have an influence upon performance.

Roading

To maintain the District's roading network in a satisfactory condition and in accordance with national safety and engineering standards

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD Result
The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number	Decrease of 11 fatal and serious injury crashes	30 total 4 fatalities 26 serious injury crashes	No increase	Fatalities/serious injury crashes 2020/21	7	3	2	5	10	-13
		Actual increase in serious injuries and fatalities is 6		Fatalities/serious injury crashes 2019/20.	30 Total 4 Fatalities 26 serious injury crashes					
Percentage of fatal and serious crashes on the District's roading network where the road condition is the main contributing factor, in relation to vehicle km travelled on our roads	0	No crashes caused by road condition	< previous year	No. crashes caused by road condition per km travelled 2012021	-	0	0	0	-	0
				No. crashes caused by road condition per km travelled 2019/20	-	0	0	0	-	
				%	-	0	0	0	-	
The average quality of ride on a sealed local road network, measured by smooth travel exposure	97%	94%	≥87%		N/A	N/A	N/A	N/A	N/A	N/A
					-	0.0	0.0	0.0	-	
					0.0%	0.0%	0.0%	0.0%	0.0%	
				Q2 Performance Comments:						
				Smooth Travel Exposure (STE) is an indication of the percentage of vehicle kilometres travelled on a road network with roughness below a defined roughness threshold. The results are generated annually at the end of a financial year.						
The percentage of the sealed local road network that is resurfaced	35.6 km 4.1%	5.7%	≥9% of the sealed network resurfaced per annum	Length resurfaced km	-	18.9	8.1	5.1	32.1	0.3%
				Total length sealed road network	8,772.0	877.2	877.2	877.2	877.2	
				%	0.0%	2.2%	0.9%	0.6%	3.7%	
Resurfacing of the roading network as outlined in the Council's roading programme	1	0.887	≥95% of planned work completed	Length completed work km	0.00	18.9	8.1	5.1	32.1	87.2%
				Total length planned	0.00	18.4	18.4	-	36.8	
				%	0.0%	102.7%	44.0%	0.0%	87.2%	

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD Result
The percentage of customer service requests relating to roads to which the territorial authority responds within the time frame specified:										
Emergency / Public Safety - within 3 hours	97.1%	96.9%	≥95%	No. responded within timeframe	201	13	16	3	32	99.1%
				Total incidences	202	14	16	3	33	
				%	99.5%	92.9%	100.0%	100.0%	97.0%	
Urgent - within 7 days	81.9%	92.9%		No. responded within timeframe	75	24	20	21	65	87.0%
				Total incidences	83	28	26	24	78	
				%	90.4%	85.7%	76.9%	87.5%	83.3%	
Non-urgent - within 14 days	88%	92%		No. responded within timeframe	936	183	198	195	576	81.1%
				Total incidences	1064	240	268	293	801	
				%	88.0%	76.3%	73.9%	66.6%	71.9%	
The Hokianga Ferry Service will run in accordance with the advertised timetable	99%	99%	≥95%	No. runs on time	2617	885	867	897	2649	97.5%
			Total scheduled crossings	2708	903	882	910	2695		
			%	96.6%	98.0%	98.3%	98.6%	98.3%		
Our sealed and unsealed network will meet the agreed Council's levels of service specified in our roading contracts and the network is at least 95% compliant at all times	84%	99.7%	≥95%	North (fixed and repaired)	0.0%	99.4%	99.0%	99.0%	99.1%	98.3%
				South (fixed and repaired)	0.0%	98.6%	97.0%	97.0%	97.5%	
				Total	0.0%	99.0%	98.0%	98.0%	98.3%	

Footpaths

To maintain the District's footpath network and infrastructure to high standards

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance		
The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan).	98.7%	Grade 1 - 11.46% Grade 2 - 37.87% Grade 3 - 50.02% Grade 4 - 0.38% Grade 5 - 0.27%	Maintain / Increase	217,113 condition assessments meet standard	0	0	0	0	0	0.0%	
				218,770 condition assessments undertaken	0	0	0	0	0		
					0.0%	-	-	-	0.0%		
						Q2 Performance Comments:					
					RAMM Grade 1-31358m (14.33%), RAMM Grade 2 - 82478m (37.70%), RAMM Grade 3 - 103466m (47.29%), RAMM Grade 4 - 867m (0.40%), RAMM Grade 5 - 601m (0.27%)						
Resurface and extend the footpath network as planned	96.0%	100.0%	≥95% of planned work completed	Length completed work	-	0	0	0	0	0.0%	
				Total length planned	-	0	0	0	0		
				%	-	0.0%	0.0%	0.0%	0%		
Emergency / Public Safety - within 3 hours	N/A	No incidences to report	≥95%	No. responded within timeframe	0	0	0	0	0	No incidences to report	
				Total incidences	0	0	0	0	0		
				%	0.0%	0.0%	0.0%	0.0%	0.0%		
Urgent - within 7 days	N/A	No incidences to report		No. responded within timeframe	0	0	0	0	0	No incidences to report	
				Total incidences	0	0	0	0	0		
				%	0.0%	0.0%	0.0%	0.0%	0.0%		
Non-urgent - within 14 days	90%	93.6%		No. responded within timeframe	31	14	10	20	44	85.2%	
				Total incidences	33	15	16	24	55		
				%	93.9%	93.3%	62.5%	83.3%	80.0%		

Water Supply

To provide reliable and sustainable water supply, ensuring sustainable development and adequate water supply in times of emergency.

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
The extent to which the local authority's drinking water supply complies with: (a) part 4 of the drinking-water standards (bacteria compliance criteria)	All schemes compliant	All schemes compliant	Each scheme continuously meets the required standards for drinking water	Kaikohe Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Kerikeri Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Paihia Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Kawakawa Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Kaitaia Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Opononi Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Rawene Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
The extent to which the local authority's drinking water supply complies with: (b) part 5 of the drinking-water standards (protozoal compliance criteria)	All schemes compliant	All schemes compliant	Each scheme continuously meets the required standards for drinking water Each scheme to be reported on separately	Kaikohe Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Kerikeri Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Paihia Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Kawakawa Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Kaitaia Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Opononi Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
				Rawene Compliant Y/N	N/A	N/A	N/A	N/A	N/A	N/A
The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this) Roading	31.7% water loss	0.25	<26%	Total Nett Metered	7,650,393	2,502,417	2,502,417	2,528,308	7,533,142	26.8%

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:										
(a) attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	0.85 hours	0.95	< 2 hours	Median attend time	0.7	1.2	1.2	1.2	1.7	1.2
(b) resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.	2.5 hours	2.78	< 4 hours	Median response time	3.5	3.1	3.1	3.1	3.1	3.3
(c) attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site, and	0.1 working days	0.3	< 2 working days	Median attend time	0.7	0.7	0.6	0.7	0.7	0.7
(d) resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.	0.2 working days	0.8	<3 working days	Median response time	0.8	0.8	0.8	0.8	0.5	0.7
The total number of complaints received by the local authority about any of the following: (a) drinking water clarity (a) drinking water taste (b) drinking water odour (c) drinking water pressure or flow (d) continuity of supply, and (e) the local authority's response to any of these issues expressed per 1000 connections to the local authority's networked reticulation system.	91.37 complaints per 1000	78.11	100	Complaints YTD	171.0	224.0	296.0	387.0	387.0	38.02
				Monthly complaints	171.0	53.0	72.0	91.0	216	
				Number connected properties	10,180	10180	10180	10180	10,180	
				Total per 1000 properties	16.8	22.00	29.08	38.02	38.02	
The average consumption of drinking water per day per resident within the territorial authority district	486L per person per day	310.78L	≤ 350L per person per day	Volume consumed this month	2,550,131	2,502,417	2,502,417	2,528,308	2,511,047	198.51
				No of residents	23,923	23,923	23,923	23,923	23,923	
				Consumption per resident	292.0	287	287	290	105	

Wastewater

To provide reliable waste water infrastructure, protecting the environment and community

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system	2 per 1000 connections	2.42	≤ 12 per 1000 connections	Number affected	10	4	1	3	8	0.78
				Number connected properties	11591	11591	11591	11591	11591	
				Total per 1000 properties	0.86	0.35	0.09	0.26	0.69	

Compliance with the territorial authority's resource consents for discharge from its sewerage system, measured by the number of:

(a) abatement notices	0	1	1 or less	Number of notices	0	0	0	0	0	0
(b) infringement notices	0	1	0	Number of notices	0	0		0	0	0
(c) enforcement orders	0	0	0	Number of notices	0	0	0	0	0	0
(d) convictions	0	0	0	Number of notices	0	0	0	0	1	0

Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following MEDIAN response times are measured:

a) attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site	0.5 hours	1.1	≤ 2 hours	Median attend time (hours)	1.5	1.4	1.5	1.5	1.5	1.50
				Achieved/Not Achieved:	Achieved	Achieved	Achieved	Achieved	Achieved	
b) resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault	3.85 hours	3.16 hours	≤ 4 hours	Median response time (hours)	2.9	3.6	3.6	3.1	3.6	3.25
				Achieved/Not Achieved:	Achieved	Achieved	Achieved	Achieved	Achieved	

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
Where Council attends to sewerage overflows resulting from a blockage or other fault in the Council's sewerage system, the following response times are measured:										
a) attendance	80.60%	56%	≥ 95% responded in ≤ 2 hours	No. attended in 2 or less hours	21	6	5	6	17	52.1%
				Total incidences	45	10	9	9	28	
				%	46.7%	60.0%	55.6%	66.7%	60.7%	
b) resolution to prevent overflow	75%	41%	≥ 95% responded to in ≤ 4 hours	No. resolved in 4 or less hours	24	4	5	6	15	53.4%
				Total incidences	45	10	9	9	28	
				%	53.3%	40.0%	55.6%	66.7%	53.6%	
The total number of complaints received by the territorial authority about any of the following: (a) sewage odour (b) sewerage system faults (c) sewerage system blockages, and (d) the territorial authority's response to issues with its sewerage system, expressed per 1000 connections to the territorial authority's sewerage system	21.92 per 1000 connections	22.52	≤ 50 per 1000 connections	Number affected	89	24	28	15	67	13.38
				Number connected properties	11591	11591	11591	11591	11591	
				Total per 1000 properties	7.68	2.07	2.42	1.29	5.78	

Stormwater

To enable sustainable development through urban storm water infrastructure, protecting the environment and community

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
The number of flooding events that occur in a territorial authority district	0	0	0	Number of events	1	0	0	0	0	1
For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.)	0.00 per 1000 properties	No events	0 per 1000	Number affected	3	0	0	0	0	3
				Number connected properties	15666	15666	15666	15666	15666	0.19
				Total per 1000 properties	0.19	0%	0%	0%	0%	
(a) abatement notices	0	0	1 or less	Number of notices	0	0	0	0	0	0
(b) infringement notices	0	0	0	Number of notices	0	0	0	0	0	0
(c) enforcement orders	0	0	0	Number of notices	0	0	0	0	0	0
(d) convictions	0	0	0	Number of notices	0	0	0	0	0	0
The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site	No events for 2018/19 Period	No events	≤ 48 hours	Median response time (hours)	0	0	0	0	0	0
				Q1 Performance Comments:						
				Flooding events in July were responded to in 48 hours but Council and Civil Defence.						

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system	26.59 RFS per 1000 properties	16.42	0	Number complaints	169	30	28	14	72	15.31
				Number connected properties	15666	15607	15607	15607	15607	
				Total per 1000 properties	10.79	1.92	1.79	0.90	4.61	
				Q2 Performance Comments:						
					During quarter two the number of complaints we have received has decreased due to drier conditions compared to the previous quarter.					
The response time to attend a flooding event resulting from the failure of Council's urban storm water system. Measured from the time that the Council receives notification to the time that service personnel reach the site. Response time is set at 2 working days.	N/A	No events	≥ 95% responded to within set timeframe	No. responded within timeframe	3	0	0	0	0	100.0%
				Total incidences	3	0	0	0	0	
				%	100.0%	100.0%	100.0%	100.0%	100.0%	

Solid Waste Management

To decrease the proportion of waste sent to landfill and increase the proportion of waste that is sent for recycling, promoting the sustainable management of resources and benefitting future generations

generations										
Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
Percentage by tonnage of waste from refuse transfer station that is recycled/ reused	63.7%	64.3%	65.0%	Tonnage recycled/reused	2184.49	675.9	997.91	883.76	2557.57	60.6%
				Total Tonnage	3653.56	1248.92	1461.19	1463.63	4173.74	
				%	59.8%	54.1%	68.3%	60.4%	61.3%	
Add at least one new community recycling facility	0	1	Minimum of 1 per year	Number completed	0	0	0	0	0	0
				Q2 Performance Comments:						
				Although there has been no new community recycling facility completed this quarter, we have an agreement in principal with Te Ti Trust to open a community recycling centre in Waitangi. Waste Management has provided operational and servicing costs for the site and we are awaiting approval to move forward.						
All refuse transfer stations to be open on time	97%	99.97%	99.5%	No reports or complaints regarding late openings	0	0	0	0	0	100.0%
				Number of days opened across all sites per month. Summer = 662 days per month Winter = 613 day per month	613	613	613	662	629	
					100.0%	100.0%	100.0%	100.0%	100.0%	

Attending to RFS relating to illegal dumping

Offensive waste: pick up within 24 hours	80%	100%	95% within set timeframe	No. collected within timeframe	0	0	0	0	0	100.0%
				Total incidences	0	0	0	0	0	
				%	100.0%	100.0%	100.0%	10000.0%	3400.0%	
Standard waste: pick up within 4 days	89.1%	91.1%	95% within set timeframe	No. collected within timeframe	78	24	11	15	50	82.6%
				Total incidences	92	33	14	16	63	
				%	84.8%	72.7%	78.6%	93.8%	79.4%	
				Q2 Performance Comments:						
				The majority of collections that are taking more than 4 days to collect is due to no collections happening over weekends. We are also experiencing difficulty in contacting customers for additional information regarding the waste, this is second most common cause for late pick up.						

District Facilities

Cemeteries

To ensure cemeteries are operated in a way that meets the community's needs

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
All preparations are in place in time for the funeral services to take place (plots dug, and in the right place etc.)	No complaints received for 18/19 year	0.02	No complaints are received regarding the preparations for our funeral services	No. complaints received	0	0	0	0	0	0.0%

Civic and Community Buildings

To provide buildings for public recreation and leisure

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
Number of community halls per ward per annum modified to improve disability access										
Northern Ward	1	0	1 hall per ward per annum	Number completed	0	0	0	0	0	0
Eastern Ward	2	0	1 hall per ward per annum	Number completed	0	0	0	0	0	0
Western Ward	3	0	1 hall per ward per annum	Number completed	0	0	0	0	0	0
				Q2 Performance Comments						
				No halls have been modified to improve disability access for quarter two however we have Rawene and TaHeke hall scheduled for improvements during quarter three.						
All Civic and Community buildings are safe for Community use and meet all statutory legislation levels	Achieved - All 18 Council building's have current BWOFF certificates	All buildings compliant	All halls have appropriate certificates including BWOFF for those that require them	Number uncertified	7	0	0	0	0	0.0%
				Q2 Performance Comments						
				During quarter one the Building Warrant of Fitness inspections were carried out and remedial requests were completed. We have received confirmation that the facilities are now compliant.						

Housing for the Elderly

To provide housing for the elderly that is affordable, safe, well maintained, and strategically located

To provide housing for the elderly that is affordable, safe, well maintained, and strategically located											
Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %	
Occupancy of available units	97.0%	94.1%	95.0%	Occupied Units	409	135	134	133	402	92.0%	
				Total Units	441	147	147	147	441		
				%	92.7%	91.8%	91.2%	90.5%	91.2%		
Percentage of faults responded within: Emergency - 12 hours	92.1	100%	100.0%	No. responded within timeframe	22	3	3	4	10	100.0%	
				Total incidences	22	3	3	4	10		
				%	100.0%	100.0%	100.0%	100.0%	100.0%		
Percentage of faults responded within: Urgent - 2 days	73.3%	92.6%	100.0%	No. responded within timeframe	31	20	10	13	43	64.3%	
				Total incidences	52	27	18	18	63		
				%	59.6%	74.1%	55.6%	72.2%	68.3%		
Percentage of faults responded within: Non Urgent - 7 days	67.3%	86.1%	≥95%	No. responded within timeframe	34	35	19	16	70	61.5%	
				Total incidences	66	51	24	28	103		
				%	51.5%	68.6%	79.2%	57.1%	68.0%		
				Q2 Performance Comments							
				Unfortunately target has not been met for urgent & non urgent requests due to an influx in number of requests being received during the six monthly inspections. We have spoken to tenants to advise them that if there is a fault, to please contact FNDC at their earliest convenience and not to wait until the six monthly inspection to address the faults							

Public Toilets

Council will provide well maintained and accessible public toilets in high use areas.

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
Increase the number of public toilets with disabled access per annum in line with facility renewal/upgrades	5 Completed	2	2	Number completed	0	0	0	0	0	0
Ensure that public toilets are maintained to an acceptable standard as per contract	72.2%	90.9%	≥92%	Number of audits met	16	7	4	4	15	93.9%
				Total number of audits	16	9	4	4	17	
					100.0%	77.8%	100.0%	100.0%	88.2%	

Car Parks

Council will provide well maintained public car parks

Performance Measure	2019/20 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
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Provide additional disability parking spaces in each ward

Northern Ward	3 additional parking spaces	0	2 per annum	Number completed	0	0	0	0	0	0
Eastern Ward	2 additional parking spaces	0	2 per annum	Number completed	0	0	0	0	0	0
Western Ward	0 additional parking spaces	0	2 per annum	Number completed	0	0	0	0	0	0

Customer Services

Council provides the right services, in the right places, to the agreed standard

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
Percentage of abandoned calls (Contact Centre)	20.8%	14.6%	6%	Abandoned calls	4,549	1756	544	655	2,955	16.8%
				Total calls received	25,128	7319	6816	5478	19,613	
				Percentage %	18.1%	24.0%	8.0%	12.0%	15.1%	
				Q2 Performance Comments:						
					While November's results were good, there has been a high level of unplanned staff leave which has affected October and December figures.					
Percentage of Ask.U.s emails processed within 5 working days	100%	100%	>100%	Processed within 5 days	5,432	1,406	1,503	1,308	4,217	100.0%
				Total emails received	5,432	1,406	1,503	1,308	4,217	
				Percentage %	100.0%	100.0%	100.0%	100.0%	100.0%	
Service Centre users' satisfaction	96.80%	User satisfaction 89%	≥96.8	User satisfaction 2020/21	96.7%	96.0%	97%	96.0%	96.3%	96.5%
				User satisfaction 2019/20	95.7%	97.4%	97.0%	99.0%	97.8%	
				Percentage change %	1.0%	-1.4%	0.0%	-3.0%	-1.5%	

i-SITES

To provide booking and information services through the District's Information Centres, influencing visitors to stay longer and spend more

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %	
Number of visitor bookings through the Information centres will show an increase each year	14.2%	-14.6%	≥1% increase on previous year	Visitor bookings 2020/21	8,245	5,104	3,030	5,653	13,787	-68.7%	
				Visitor bookings 2019/20	8,275	5,738	5,958	8,696	18,921		
				Percentage change %	-0.4%	-11.0%	-49.1%	-35.0%	-27.1%		
				Q2 Performance Comments:							
				Visitor numbers to the region are down due to COVID-19 and no international visitors. Future predictions are that visitor numbers will rise over the summer period.							
Increase net profit on retail sales by 1.5% per year (profit increase on previous year)	1.8%	-0.1%	Retail sales net profit ≥1% increase on previous year	Percent net profit 2020/21	39.3%	40.6%	37.0%	47.7%	42.8%	-4.8%	
				Percent net profit 2019/20	43.9%	44.6%	41.1%	42.0%	42.3%		
				Change in percent net profit	-4.6%	-4.0%	-4.1%	5.7%	0.5%		
				Q2 Performance Comments:							
				Due to no international visitors the i-SITEs have changed their retail stock to appeal to internal New Zealand travellers.							
Customer/Visitor satisfaction	1.642	0.9933	≥1% increase on previous year	Visitor satisfaction 2019/20	100	90	99	99	96	-1.4%	
				Visitor satisfaction 2018/19	100	98	99	99	99		
				Percentage change %	0.0%	-8.2%	0.0%	-0.3%	-2.8%		

Libraries

To provide quality library services for the benefit of all of the community

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
Customer/Visitor satisfaction	94.50%	93.40%	≥ to previous year	Visitor satisfaction 2020/21	92.2%	96.4%	97.2%	97.9%	97.2%	94.7%
				Q2 Performance Comments:						
				Levels of satisfaction have increased with libraries returning to full levels of service post COVID-19 alert level restrictions.						
Increase the percentage of online library service use	8.4% increase	25.9%	≥1% increase on previous year	Online hits 2020/21	229,537	53,027	53,985	50,844	157,856	88.1%
				Online hits 2019/20	109,531	31,360	31,824	31,597	94,781	
				Percentage change %	109.6%	69.1%	69.6%	60.9%	66.5%	
				Q2 Performance Comments:						
				Libraries have established new databases including Beamafilm and Press Reader which have contributed in an increase in online customer use.						
Increase the total library membership relevant to the population of the District	42.50%	41.60%	≥ to previous year	Membership numbers	27,114	27615	27863	28074	27,851	39.7%
				District population	69,300	69,300	69,300	69,300	69,300	
				Percentage %	39.1%	39.8%	40.2%	40.5%	40%	
				Q2 Performance Comments:						
				Growth in memberships has been rising steadily. The new Library in Kawakawa has helped contribute to an increase in the rate of new members.						

Environmental Management

Animal Control

To ensure animal related activities are managed in accordance with legislative requirements

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
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Respond to reported incidents by contacting customer and arranging next steps within the following timeframes:

Urgent within 2 hours	51.1%	94.3%	≥92%	No. responded within timeframe	192	66	35	29	130	97.3%
				Total incidences	196	69	37	29	135	
				%	98.0%	95.7%	94.6%	100.0%	96.3%	
Non-urgent within 10 days	88.80%	95.90%	≥92%	No. responded within timeframe	817	222	268	214	704	95.7%
				Total incidences	830	234	276	249	759	
				%	98.4%	94.9%	97.1%	85.9%	92.8%	
				Q2 Performance Comments:						
				Animal management continue to tacking well in meeting the response times. Request for Service numbers are slightly lower than previous quarter.						

Environmental Health

To monitor food premises in accordance with the requirements of the Food Act, 2014.

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
Food Control Plan and National Programme audits completed as scheduled	93%	74.6%	≥95% of all food control plans and national programs assessed	No. completed as scheduled	112	33	45	10	88	90.9%
				Total scheduled	122	36	52	10	98	
				%	91.8%	91.7%	86.5%	100.0%	89.8%	
				Q2 Performance Comments:						
				During October and November all the incomplete audits were cancelled by the operator. This was due to reasons such as, staff were away, illness or not prepared for the audit. During December and January the team focused on health inspections, food verifications will resume in February 2021						

Monitoring and Enforcement

To ensure compliance with Resource Management Act relating to noise pollution

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
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Respond to noise complaints within the following timeframes:

In urban areas: 1 hour	78.60%	74.4%	≥95% within set timeframe	No. responded within timeframe	188	84	65	100	249	77.9%
				Total incidences	238	99	95	129	323	
				%	79.0%	84.8%	68.4%	77.5%	77.1%	
In rural areas: 2 hours	74.50%	85.7%	≥95% within set timeframe	No. responded within timeframe	33	21	13	16	50	82.2%
				Total incidences	42	27	15	17	59	
				%	78.6%	77.8%	86.7%	94.1%	84.7%	
				Q2 Performance Comments:						
				We have seen a good improvement in rural noise responses this quarter. We are continuing to focus on improving response rates in both urban and rural areas.						

District Licensing

To license and monitor the sale of liquor in accordance with the Sale and Supply of Alcohol Act, 2012.

Performance Measure											2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
All licensed premises to be visited for Host Responsibility inspections at least once every four years.	22.8%	55.2%	≥25% of premises visited annually	No. premises visited	51	20	43	10	73	48.2%										
				Total premises	260	260	257	257	257											
				%	19.6%	7.7%	16.7%	3.9%	28.4%											
				Q2 Performance Comments:																
				The team are tracking extremely well in terms of the number of Good Host Visits being completed. Currently tracking 48% of premises now visited within the first six months.																

Resource Consent Management

To administer and enforce the Resource Management Act 1991.

Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %	
Respond to compliance incidents within 10 working days	74%	75%	≥93%	No. responded within timeframe	75	20	23	23	66	94.0%	
				Total incidences	75	20	32	23	75		
				%	100.0%	100.0%	71.9%	100.0%	88.0%		
Process applications made under the Resource Management Act 1991 within statutory timeframes	57%	66%	≥95%	No. processed within timeframe	109	44	68	54	166	87.9%	
				Total applications	130	50	73	60	183		
				%	83.8%	88.0%	93.2%	90.0%	90.7%		
				Q2 Performance Comments:							
					The team have increased the percentage for consents issued within the statutory time frames. This is a pleasing result as there have been a higher number of consents received compared to quarter one.						

Building Consent Management

To comply with current legislative requirements with regards to processing building consent applications

To comply with current legislative requirements with regards to processing building consent applications										
Performance Measure	2018/19 Result	2019-20 Result	2020-21 Target	Measures	Q1 Total Performance	Oct-20	Nov-20	Dec-20	Q2 Total Performance	YTD %
Process building consents within statutory timeframes	48.8%	95.0%	≥95%	No. processed within timeframe	364	85	119	121	325	99.6%
				Total applications	367	85	119	121	325	
				%	99.2%	100.0%	100.0%	100.0%	100.0%	
				Q2 Performance Comments:						
				The team have achieved 100% compliance with the set statutory timeframes this quarter. Processes have been put in place and are proving to be successful.						

6.5 DIGITAL INFORMATION SERVICES - 2021 WORK PROGRAMME

File Number: A3059539

Author: Damon Campbell, Chief Digital Officer

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

To provide the Assurance, Risk and Finance Committee with an overview of the Digital Information Services work programme for 2021 and calendar schedule for future meetings.

EXECUTIVE SUMMARY

To provide the Assurance, Risk and Finance committee, as discussed at prior meetings and workshops, to ensure a level of oversight into the work programme of activities that are planned and inflight, by Digital Information Services department during 2021.

The update will provide the Committee with an overview of the following teams and activities

- ICT Operations and Delivery
- Business Intelligence and GIS
- Information Management
- Programme Delivery

The report will also outline the 2021 calendar year schedule for what reports and updates will be presented to the committee with input on topics or areas of interest sought from Elected Members.

The Chief Digital Officer will provide a PowerPoint presentation at the meeting to provide more details that are contained in this report.

RECOMMENDATION

That the Assurance, Risk and Finance Committee receive the report Digital Information Services - 2021 Work Programme.

BACKGROUND

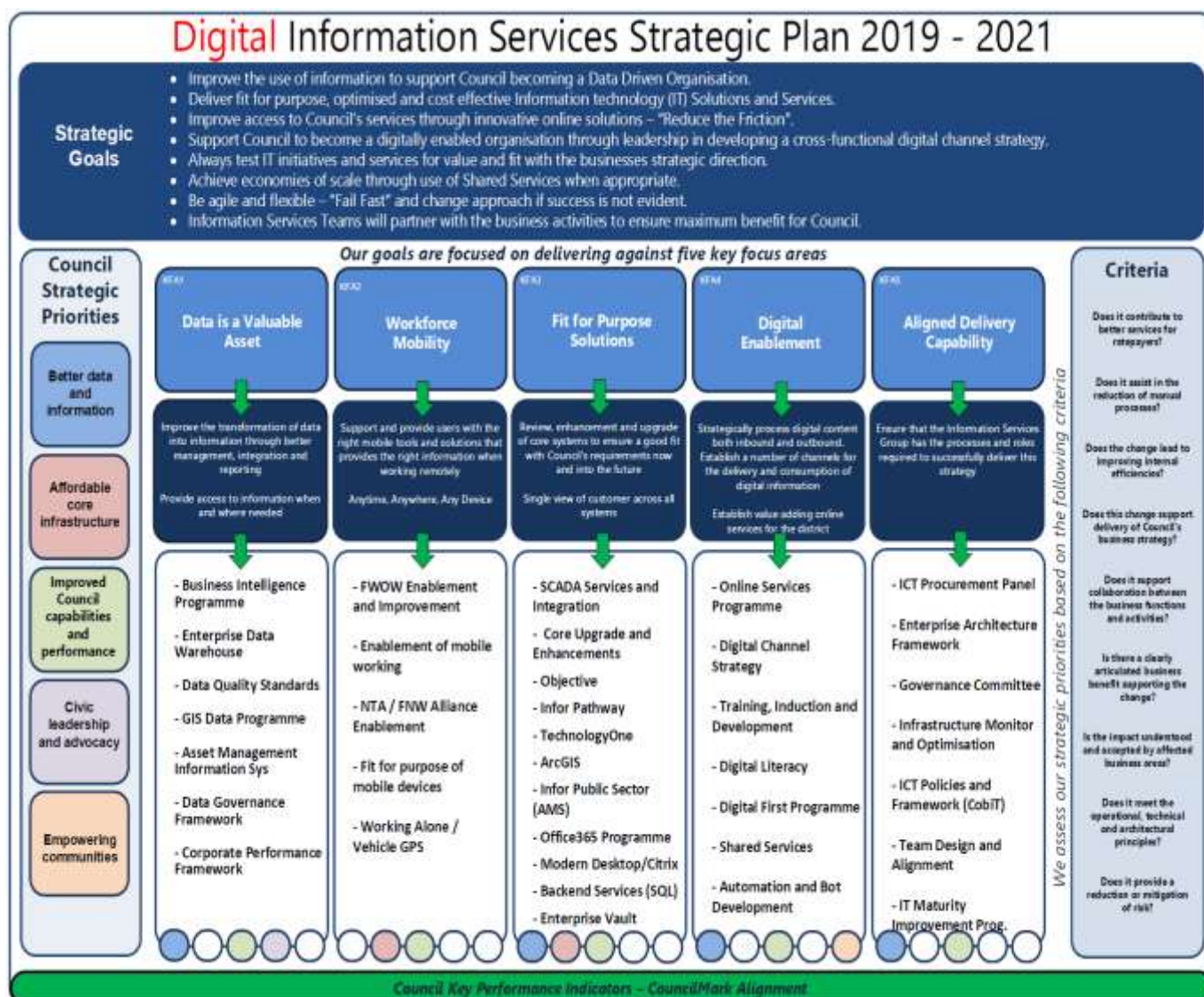
The Digital Information Services team over the past 6 months have been realigning and developing a more detailed work programme that aims to address the new areas that Council is seeking to make progress on.

With the change of operating rhythm and the significant permanent move to remote working, there will be changes to key focus areas that the team will be integrating into the future work programme.

The Digital Information Services 'Strategy on a Page', has been in place since 2019 and is planned to be updated later this year following the revised LTP.

The existing Key Focus Areas (KFA) that were identified to align and support the wider Council strategic priorities are as follows:

- Data is a Valuable Asset
- Workforce Mobility
- Fit for Purpose Solutions
- Digital Enablement
- Aligned Delivery Capability



During the LTP workshop in December where an overview of the Capital Programme was reviewed, it was discussed that further details and insights around these programmes of work be presented to the Committee to provide an oversight of what this programme will deliver.

These updates will also have alignment with the Internal audit programme to ensure risk and associated controls are identified and in place.

Existing in progress Digital Services Projects:

- Geospatial Information Services re-architecture
- Core Systems Upgrade Programme
- Enterprise Data Warehouse
- Online Services (Phase 3 & 4)
- ICT Cyber Security Programme
- Creating and Enabling Great Workplaces
- Library RFID Project (contributor)
- Contact Centre Phone System Upgrade
- Programme Darwin – Asset Management System

There are also several additional minor projects that are being undertaken that will support the above project/programmes and/or focus on specific business improvement areas within Council's operational activities.

A number of these improvement activities are covered under the Digital and Customer Transformation Board. This has oversight of the Customer Experience (CX) Programme, Vision 2020, Programme Darwin, and Online Services.

Proposed Future Digital Services Projects:

- Digital Information Workflows
 - Robotic Process Automation (RPA)
 - Archives Digitisation
 - Contact Centre Improvements
 - Land Information Memorandum Collation
- Digital Spatial Information
 - Aerial Imagery and LIDAR
 - District Plan (2nd Generation) Delivery
 - Open Data Standards and Delivery
 - FN2100 GIS Delivery
 - FNDC Local Maps
- Fit for Purpose
 - Programme Flight Plan – Strategy – Project – Risk
 - Cemeteries Management
 - Online Services – Bookings Management
 - ICT Cyber Security (2nd Stage)
 - Parking Enforcement
- Digital Strategy – 'Nothing But Net' Programme
 - Smart District Action Plan
 - Live Public Meetings
 - Additional Projects from Strategy (scoping required)

These are the identified activity areas, that over the next three years are envisaged to ensure that the various workstreams are enabled to deliver on outcomes and benefits which are required.

DISCUSSION AND NEXT STEPS

A revised Digital Information Services Strategy will be developed once the new LTP strategic priorities and budgets have been approved.

For the 2021 calendar year the meetings schedule with proposed focus is below, and any feedback on topics within the meetings in March and June would be appreciated.

- 10th February Meeting – Digital Information Services - Work Programme Overview for 2021
- 24th March Meeting – Specific Update from Data Insights and Programme Delivery

- 5th May Meeting – General Update Report
- 16th June Meeting – Specific Update from ICT Operations and Delivery
- 21st July Meeting – No report as LTP activities will be the priority
- 8th September Meeting - General Update Report
- 20th October Meeting – TBC
- 1st December Meeting - General Update Report – Year End Review Report

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Future work streams and programme delivery are dependent on approval of the proposed LTP budgets. If amendments are required during the LTP process, future programme delivery timeframes and projects would need to be revisited, rescope or reforecast to future years.

ATTACHMENTS

Nil

6.6 SUSTAINABLE PROCUREMENT UPDATE

File Number: A3062233

Author: Caroline Wilson, Manager - District Administration

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

To provide an update on progress to date on the implementation of sustainable procurement.

EXECUTIVE SUMMARY

Council staff have been working during 2020 to design and deliver a sustainable procurement strategy and implementation plan. This information report outlines the progress to date and next steps.

RECOMMENDATION

That the Assurance, Risk and Finance Committee receive the report Sustainable Procurement Update.

BACKGROUND

Council, in early 2020, agreed to invest resource into developing a sustainable procurement framework to ensure that Councils significant investment in infrastructure and large professional services spend creates a positive return for Council and our communities. This approach was always seen as the natural maturity path for the procurement function within Council which was embedded in 2018.

The framework was designed in consultation with Height Consulting (HC), a professional services organisation experienced in delivering social outcomes on infrastructure works. They have significant experience in working with central government agencies and associated supply chains. This is a relatively new field for Local Government (FNDC is one of the more progressive Councils in this space), and the learnings from HC have been invaluable in developing the framework and associated implementation.

The framework centres around the four wellbeing's – Cultural, Economic, Environmental and Social and are further aligned to Councils adopted Community Outcomes. The focus for the foreseeable future centres around the following key criteria:

- Jobs and Careers
- Arresting and Reversing Environmental Degradation
- Partnering with Tangata Whenua
- Growing the Local Market
- Ratepayer Affordability

As Council progresses in this area, and in line with any significant changes in focus for Local Government, there will be step reviews to ensure the framework continues to deliver the outcomes that positively impact on our local communities.

DISCUSSION AND NEXT STEPS

Workshops were held with Elected Members, SLT and key staff (infrastructure, community engagement, Te Hono and strategy) and culminated in the adoption by SLT of the framework in November 2020. Elected Members were subsequently provided a copy of the draft framework in their Elected Member Lounge for comment and feedback during the month of November.

Council adopted a revised Sustainable Procurement Policy at its December 2020 meeting, thus giving the green light to commence implementation.

A workshop with key infrastructure management staff, PMO and Audit and Assurance was undertaken in December to introduce the toolkit and discuss implementation challenges and opportunities. Important criteria to the success of this initiative is that it becomes part of our DNA and can be assessed and reported on.

An assessment was undertaken as to the best option to ensure the principles of sustainable procurement were being well embedded into the organisation and delivering the desired intent. This has resulted in a 2-year fixed term contract for a Principal Advisor, whose role will be to work with staff, our supply chain and our local communities to ensure every project considers and delivers a positive sustainable outcome. This will allow time for: The Infrastructure team to learn how to approach planning sustainable outcomes on projects, and for project managers/managers delivering the works to ensure these are embedded into the procurement, contract management and reporting lifecycles. The role sits within the Project Management Office (PMO) (for whom procurement, project management and contract management are a key focus) with a dotted line into Caroline Wilson, as the Project Manager responsible for creating the framework.

Implementation has commenced through ESEO projects, and with Infrastructure Delivery on projects where central government funding has been allocated. The intent has been to deliver on the requirements of the funding, and where possible to embed outcomes related to our own framework (but to a lesser degree while the framework was still in development phase).

A full day workshop was held with all Infrastructure Planning, Operations and Delivery staff on 27th January 2021. This signals the formal launch of sustainable procurement into day to day operations with the support of the Principal Advisor. [The role was advertised during January 2021 but at the time of writing the report, no interviews had yet been undertaken. The PMO and Caroline Wilson, along with HC, will provide guidance to staff initially and work with individual suppliers in the short term].

Work will be undertaken with Audit to ensure that staff are able to easily report on sustainable outcomes, by way of quarterly reports to the Assurance, Risk and Finance Committee.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Principal Advisor role has been funded through ESEO projects for a full 2-year period, from date of commencement in the role. All other roles involved in delivering sustainable outcomes are already established roles and will undertake this work as part of BAU.

ATTACHMENTS

Nil

6.7 TENDER PANEL QUARTERLY INFORMATION REPORT SEPTEMBER - DECEMBER 2020**File Number: A3063064****Author: Michelle Sharp, Manager - Project Management****Authoriser: William J Taylor MBE, General Manager - Corporate Services****PURPOSE OF THE REPORT**

To provide Elected Members with oversight of all procurements taken to the internal Tender Panel in the last quarter, including Procurement Plans and tenders awarded. No decision is required.

EXECUTIVE SUMMARY

- The in-house Tender Panel provides an agile procurement approach to support going out to market and timely decision making, whilst also providing probity around the procurement process.
- Eleven procurements, either above the threshold of \$1million or direct award over \$100,000, have been presented to the Tender Panel for review of process.
- Details outlined in table below.

RECOMMENDATION

That the Assurance, Risk and Finance Committee receive the report Tender Panel Quarterly Information Report.

1) BACKGROUND

The Tender Panel provides quick turnaround to support agile procurement, and consists of five core staff (representing Legal, Finance, Risk, Operations, and Sustainable Procurement), and is chaired by GM Corporate Services.

The financial threshold to take a Procurement Plan to the Tender Panel aligns with the recent change in our CEO's delegated financial authority (now \$1m+). The financial threshold for any request for a direct award is \$100,000+. This helps to alleviate any process blockages around our Procurement approvals.

The Tender Panel provides probity by the following means:

- Having key staff sit on the Tender Panel creates a two-fold opportunity providing due diligence over financials, legal compliance and risk. Having fixed panel membership ensures a broad base of knowledge is gained over time as procurement plans are brought to the table.
- The panel oversee plans to go to market for high value, high risk procurements and undertake sound probity on supplier recommendations to assure the CEO that due process has occurred to select the supplier. This is further supported by the Procurement Specialist being assigned to support the panel with technical advice and directly engaging with staff undertaking the procurement.
- Quarterly reporting to Assurance, Risk and Finance Committee on all procurements over the quarter – including plans to market (those in play at the time of reporting) and tenders awarded.
- Fortnightly meetings of 30 minutes are scheduled to provide agile turn-around to expedite going to market and supplier decisions – utilised as required.
- Agenda and Minutes are managed by an Administrator.

2) DISCUSSION AND OPTIONS

Table 1: Outlines procurements reviewed by the Tender Panel, including procurement approach taken, Tender Panel decision, and outcome where market exercise has been completed.

Tender Panel meeting date	Procurement Name	Procurement Approach	Procurement Estimate	Category	Tender Panel Decision	Outcome	Date closed of procurement activity	Name of successful supplier	Status of Completion
28 Sept 2020	New Toilet Blocks for Jaycee Park, Long Beach & TaHeke Hall	Seeking endorsement of a direct award (single selection of a supplier)	\$603,375	Physical works & goods & services	Chair and Tender Panel Core Members were unanimously in agreement to proceed with the direct award.	Direct award to Permaloo		Permaloo Limited	Project is in delivery stage with Infrastructure Programme Delivery - contract terminate date 30 April 2021
12 Oct 2020	Kaikohe – Monument Hill Bore	Seeking endorsement of a direct award (single selection of a supplier)	\$180,000	Physical works	Chair and Tender Panel Core Members were unanimously in agreement to proceed with the direct award.	Direct award to McMillan Drilling NI		McMillan Drilling NI	Project is in delivery stage with Infrastructure Programme Delivery - Stellar Projects
12 Oct 2020	Redevelopment of Strategic Roads in the Far North - Ruapekapeka Road PGF funded contract	<u>Stage 1a</u> , investigation, testing and survey – Direct award to Ventia <u>Stage 1b</u> , Enabling works and seal extension adjacent to the Pa site – Direct Award to Ventia <u>Stage 2</u> , intersection design – Direct Award to NCC Consulting Engineers <u>Stage 3</u> , MSQA – It is proposed that this stage is awarded by the NTA <u>Stage 4</u> , Design and Build Design – Direct Award to Haigh Workman	Stage 1a - \$60-\$90,000 Stage 1b - \$1,100,000 million Stage 2 - \$50,000 Stage 3 - \$60,000 Stage 3 (Design) - \$150,000 - \$200,000 Stage 4 (Construction) - \$4,125,000	Professional Services i.e. MSQ, design and physical works	After much scrutiny, the Tender Panel was satisfied that the procurement processes as outlined in the Funding Agreement, had been met and approved the Procurement Plan (e.g in particular, clause 12 (4) which states: "The Recipient will meet NZTA's usual standards for contracting and procurement for Approved Organisations".	<u>Stage 1a</u> , Direct award to Ventia <u>Stage 1b</u> , Direct award to Ventia <u>Stage 2</u> , Direct Award to NCC Consulting Engineers <u>Stage 3</u> , MSQA – It is proposed that this stage is awarded by the NTA <u>Stage 4</u> , Design and Build Design – Direct Award to Haigh Workman Construction – Closed Tender			Ongoing

		Construction – Closed Tender							
12 Oct 2020	Priority 1 Routes Required for Economic Development, upgrade both Ngapipito Road and Peria Road – PGF funded contract	It is proposed that this project is awarded through the current maintenance contract with Ventia (Ngapipito Road) and Fulton Hogan (Peria Road)	Total project values Ngapipito Road \$4.3m, Peria \$9.9m	Professional Services i.e design and physical works	Chair and Tender Panel Core Members were unanimously in agreement to proceed	Direct award to Ventia & Fulton Hogan	Ongoing	Ventia & Fulton Hogan	Ongoing
12 Oct 2020	Pungaere Road Seal Extension (Tourism Infrastructure Fund) Funding - \$793,584	Direct award to Ventia	Subject to final design	Physical Works	Chair and Tender Panel Core Members were unanimously in agreement to proceed	Direct award to Ventia	Ongoing	Ventia	Ongoing
23 Nov 2020	Te Hiku Netball Courts	Open Tender	\$1,105,503	Physical Works	Chair and Tender Panel Core Members were unanimously in agreement to proceed	open tender published on GETS	No RFT submissions - in discussion with Project Lead as to next steps		
7 Dec 2020	Rating Valuation and Database Maintenance Services	Open Tender	\$6,769,748	Professional Services	Chair and Tender Panel Core Members were unanimously in agreement to proceed	open tender published on GETS	March / April 2021	Non-Applicable	
7 Dec 2020	Streetlighting & Maintenance Services	Open Tender	\$1,950,000	Physical Works (Maintenance)	Chair and Tender Panel Core Members were unanimously in agreement to proceed	Open tender to be published on GETS during January 2021	April 2021	Non-Applicable	
7 Dec 2020	Southern Animal Shelter	Open Tender	\$1,246,131	Physical Works	Chair and Tender Panel Core Members were unanimously in agreement to proceed	Open tender to be published on GETS during February 2021	April 2021	Non-Applicable	

21 Dec 2020	Russell Landfill Operations, Waste Services & Recycling Services	Open Tender	\$467,100 (for initial three-year term)	Operations	Chair and Tender Panel Core Members were unanimously in agreement to proceed	Open tender to be published on GETS during January 2021	April 2021	Non-Applicable	
21 Dec 2020	SH10 Works – Waipapa Sports Hub – PGF funded for site access only	Seeking endorsement of a direct award (single selection of a supplier)	\$307,150	Physical Works	Chair and Tender Panel Core Members were unanimously in agreement to proceed	Direct award to Downer	Ongoing	Downer – currently completing Waipapa roundabout which is in the construction vicinity.	

Reason for the recommendation

To provide Elected Members with oversight of all procurements taken to the internal Tender Panel in the last quarter.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

No additional budgetary provision is required to run the Tender Panel.

ATTACHMENTS

Nil

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.

Compliance requirement	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	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.	All work undertaken by the Tender Panel adheres to the FNDC Procurement Policy.
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.	District Wide relevance.
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.	No implications.
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).	Information only report.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no direct financial implications relating to this report, although clearly there are significant financial implications relating to the work of the Tender Panel and the recommendations/approvals arising from this body.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

7 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

8 MEETING CLOSE