

Auckland Regional Amenities Funding Board

I hereby give notice that an ordinary meeting of the Auckland Regional Amenities Funding Board will be held on:

Date: Tuesday, 17 March 2015
Time: 9:30AM
Venue: Meeting Room
Buddle Findlay
Level 18
PwC Tower
188 Quay Street
Auckland 1010

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

OPEN AGENDA

Membership:

Chair	Mr	Vern	Walsh
Deputy Chair	Mr	Scott	Milne
Members	Ms	Candis	Craven
	Ms	Catherine	Harland
	Ms	Anita	Killeen
	Mr	Grant	Lilly
	Ms	Lyn	Lim
	Ms	Diane	Maloney
	Ms	Penny	Sefuiva
	Ms	Moana	Tamaariki-Pohe

**Leigh Redshaw
Advisory Officer**

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EXCLUSION OF THE PUBLIC – WHO NEEDS TO LEAVE THE MEETING

Members of the public

All members of the public must leave the meeting when the public are excluded unless a resolution is passed permitting a person to remain because their knowledge will assist the meeting.

Those who are not members of the public

General principles

- Access to confidential information is managed on a “need to know” basis where access to the information is required in order for a person to perform their role.
- Those who are not members of the meeting (see list below) must leave unless it is necessary for them to remain and hear the debate in order to perform their role.
- Those who need to be present for one confidential item can remain only for that item and must leave the room for any other confidential items.
- In any case of doubt, the ruling of the Chair is final.

Members of the meeting

- The members of the meeting remain.
- However, standing orders require that a member who has a pecuniary conflict of interest leave the room.

Staff / Advisory Officer

- All staff supporting the meeting (administrative, senior management) remain.
- Only staff who need to because of their role may remain.

AUCKLAND REGIONAL AMENITIES FUNDING BOARD APPROVED 2015 Schedule Of Meetings/Key Dates

Based on the known work programme for 2015, the following timetable of meetings has been set for 2015, subject to change as the need arises:

	Date	Meeting / Workshop	Nature of Key Business	Who	Comments/Notes
Monday	19 Jan 2015		<ul style="list-style-type: none"> • ARAFB publishes draft 2015-2016 Funding Plan 	Funding Board	Open for one month
Thursday	19 Feb 2015 TBC		<ul style="list-style-type: none"> • Auckland Council considers submission to draft 2015-2016 Funding Plan 	Auckland Council	Finance and Performance Committee of Auckland Council – Date TBC
Friday	20 Feb 2015		<ul style="list-style-type: none"> • Closing date for submissions on draft 2015-2016 Funding Plan 	Funding Board	
Tuesday	03 Mar 2015	Meeting	<ul style="list-style-type: none"> • Funding Board holds Public Hearings to consider public (and other) submissions on the draft 2015-2016 Funding Plan 	Funding Board	
Tuesday	17 Mar 2015	Meeting	Funding Board approves final version of draft 2015-2016 Funding Plan to be submitted to Auckland Council to approve proposed levy for 2015-2016	Funding Board	
Thursday	19 Mar 2015		<ul style="list-style-type: none"> • Finance and Performance Committee considers Funding Board draft 2015-2016 Funding Plan and proposed levy request 	Auckland Council	
Thursday	26 Mar 2015		<ul style="list-style-type: none"> • Auckland Council considers and approves 2015-2016 ARAFB proposed levy 	Auckland Council	

	Date	Meeting / Workshop	Nature of Key Business	Who	Comments/Notes
Tuesday	21 Apr 2015	Meeting	<ul style="list-style-type: none"> • Funding Board meets to fix levy for 2015-2016 – must be done by 30 April 2015 	Funding Board	
Tuesday	28 Apr 2015	Meeting	<ul style="list-style-type: none"> • RESERVE DAY only if required to fix levy 	Funding Board	TBC
Tuesday	5 May 2015	Workshop	<ul style="list-style-type: none"> • 2016-2017 funding application and other processes considered 	Funding Board	
Tuesday	May/June		<ul style="list-style-type: none"> • Induction for new FB members – Visit Amenities 	Funding Board, Amenities	TBC
Tuesday	9 Jun 2015	Workshop	<ul style="list-style-type: none"> • Funding Board considers and finalises 2016-2017 Funding Application process 	Funding Board	TBC
Tuesday	11 Aug 2015	Meeting	<ul style="list-style-type: none"> • Funding Board normal meeting 		
Tuesday	1 Sep 2015	Workshop	<ul style="list-style-type: none"> • Funding Board receives Amenity presentations for 2016-2017 	Funding Board & Amenities	
Tuesday	22 Sep 2015		<ul style="list-style-type: none"> • Closing date for 2016-2017 Funding Applications 	Amenities	
Wednesday	30 Sep 2015		<ul style="list-style-type: none"> • 2015 Annual Reports and Audited Accounts due from Amenities 	Funding Board & Amenities	(APO, ATC, ARHT, NZO financial accounts at 30 June 2015 need not be audited)
Tuesday	6 Oct 2015	Workshop	<ul style="list-style-type: none"> • Funding Board considers 2016-2017 Funding Applications for first time 	Funding Board	
Tuesday	20 Oct 2015	Workshop	<ul style="list-style-type: none"> • Amenities present their 2014-2015 Annual Results 	Funding Board & Amenities	

	Date	Meeting / Workshop	Nature of Key Business	Who	Comments/Notes
Tuesday	10 Nov 2015	Workshop & Meeting	<ul style="list-style-type: none"> • Funding Board considers any further information supplied following meeting on 6 Oct 2015 • Funding Board makes provisional allocation of grants for 2016-2017 for inclusion in draft 2016-2017 Funding Plan 	Funding Board	
Tuesday	11-23 Nov 2015	TBC	<ul style="list-style-type: none"> • Chair meets Auckland Council to discuss proposed 2016-2017 levy 	Auckland Council	Exact date to be confirmed
Tuesday	24 Nov 2015	Meeting	<ul style="list-style-type: none"> • Adopt 2015 Annual Report • Confirm provisional allocation of grants for 2016-2017; Approve draft 2016-2017 Funding Plan for publication • Consider and Approve schedule of meetings for 2016 	Funding Board	
	Jan 2016	TBC	<ul style="list-style-type: none"> • Publish draft 2016-2017 Funding Plan 	Funding Board	

Most meetings commence at 9:30AM. Some meetings (1 Sept, 6 and 20 Oct) will commence earlier – exact times TBC.

DECLARATIONS OF CONFLICT OF INTEREST

Funding Board Directors are reminded of their obligation to maintain a clear separation between their personal interests and their duties as an appointed member of the Funding Board.

Directors should therefore be vigilant to stand aside from decision making when a conflict (or a perceived conflict) arises between their role as a Director and any private or other external (either pecuniary or non-pecuniary) interest they may have.

Any interests should be declared at the commencement of consideration of any item on this agenda and the member concerned abstain from voting or discussion on the item, or leave the room for the duration of its consideration.

1. APOLOGIES

At the close of the agenda there were no apologies.

2. CONFIRMATION OF MINUTES

The minutes of the Auckland Regional Amenities Funding Board meeting held on Tuesday, 03 March 2015 to be confirmed as a true and correct record.

3. EXTRAORDINARY BUSINESS

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting at a time when it is open to the public,-
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and

- (ii) The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

4. REGISTER OF MEMBERS INTERESTS

Opportunity for members to update the Register of Members Interest.

Recommendation

That the Register of Members Interest be updated as required.

The Register will also be tabled at the meeting for members to update as required.

(ATTACHMENT 4)

5. PUBLIC FORUM

Applications to speak must be made to the Advisory Officer, in writing, no later than two (2) working days prior to the meeting and must include the subject matter. The meeting Chair has the discretion to decline any application. A maximum of thirty (30) minutes is allocated to the period for public input with five (5) minutes speaking time for each speaker, following which there may be questions from Directors

At the close of the agenda no requests for public input had been received.

6. REPORT FROM AMENITIES BOARD

If requested, an opportunity for representatives of the Amenities Board, to provide the Funding Board with a verbal update on matters relating to and affecting the Amenities Board.

At the close of the agenda no requests to speak had been received from representatives of the Amenities Board.

7. NOTICES OF MOTION

At the close of the agenda no requests for notices of motion had been received.

8. CHAIR'S REPORT

Providing the Chair with the opportunity to update the Funding Board on any issues relating to the business of the Funding Board that he has been involved with since the last meeting.

This is an information item only.

9. MEMBERS ACTIVITIES WITH SPECIFIED AMENITIES AND BOARD MEMBERS REPORTS

Providing Funding Board members with the opportunity to update the Board on projects and issues they have been involved with relating to the business of the Funding Board and provide the Board with a verbal update on recent interactions with the specified amenities since the last meeting.

This is an information item only.

10. ADVISORY OFFICER'S REPORT

Providing the Advisory Officer with the opportunity to update the Board on projects and issues he has been involved with relating to the business of the Funding Board since the last meeting.

This is an information item only.

11. FINANCIAL REPORT TO 28 FEBRUARY 2015

Providing the Funding Board with an overview of financial position of the Funding Board as at 28 February 2015, and any other matters of a financial nature.

Recommendation

That the Financial Reports to 28 February 2015 be received.

(ATTACHMENT 11)

12. CORRESPONDENCE

Providing the Chair and Advisory Officer with the opportunity to update the Board with details of any inwards and outwards correspondence handled since the last meeting.

Recommendation

That the Correspondence report be received.

(ATTACHMENT 12)

13. DRAFT 2015-2016 FUNDING PLAN

Should the need arise, this provides Directors with an opportunity to discuss matters about the Draft 2015-2016 Funding Plan during the open part of the meeting.

(ATTACHMENT 13)

14. REVIEW OF HR POLICIES - 2015

An opportunity for the Directors to review and update the Board's HR Policies.

(ATTACHMENT 14)

15. REVIEW OF DELEGATIONS - 2015

An opportunity for the Directors to review and update the Board's Delegations Policy.

(ATTACHMENTS 14 & 15)

16. REVIEW OF STANDING ORDERS - 2015

An opportunity for the Directors to review and update the Board's Standing Orders.

(ATTACHMENTS 14 & 16)

17. EXCLUSION OF THE PUBLIC: LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Leigh Redshaw
Advisory Officer

17 March 2015

Section 48, Local Government Official Information and Meetings Act 1987:

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C1 DRAFT 2015-2016 FUNDING PLAN

General nature of matter to be considered:	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
<p>An opportunity for the Directors to finalise the provisional allocation of grants for 2015-2016.</p>	<p>Section 7(2)(b)(ii) The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</p> <p>Section 7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>In particular, to enable the Auckland Regional Amenities Funding Board to discuss in detail the 2015-2016 Draft Funding Plan, including the initial and provisional allocation of grants to amenities for the 2015-2016 year, thereby allowing a free and full discussion on sensitive issues.</p>	<p>Public conduct of matter would be likely to result in disclosure of information for which good reason to withhold exists under section 7.</p>

C2 ADVISORY OFFICER CONTRACT TO 31 MAY 2016

General nature of matter to be considered:	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
<p>An opportunity for the Chair to update the Board on the outcome of the negotiations for the renewal of the Advisory Officer's contract which expired on 31 December 2014.</p>	<p>Section 7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>Section 7(2)(b)(ii) The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</p> <p>Section 7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>In particular, to enable the Auckland Regional Amenities Funding Board to discuss in detail the contract for administrative and secretarial services of the Advisory Officer in a free and open manner.</p>	<p>Public conduct of matter would be likely to result in disclosure of information for which good reason to withhold exists under section 7.</p>

C3 BOARD APPOINTMENT PROCESS 2015

General nature of matter to be considered:	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
<p>An opportunity for the Chair to update the board on the board member appointment process currently being undertaken by Auckland Council and the Amenities Board.</p>	<p>Section 7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>Section 7(2)(b)(ii) The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</p> <p>Section 7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>In particular, to enable the Auckland Regional Amenities Funding Board to discuss the board appointments for 2015.</p>	<p>Public conduct of matter would be likely to result in disclosure of information for which good reason to withhold exists under section 7.</p>

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

REGISTER OF MEMBERS INTERESTS – Last Reviewed & Updated 3 March 2015

General Disclosure. To be regarded as interested in any transaction with:

Name of Member	Particulars of Interest	Disclosure Date	Amendments
Vern Walsh (Chair)	<ul style="list-style-type: none"> • Member – Coastguard Northern Region • Friend of the Auckland Festival • Director– Meeting and Governance Solutions Ltd – works with Auckland Council • Former - Auckland City Councillor, and chair of Finance Committee • Former Director – The Edge • Former Board member - Auckland Zoo Board • Former member - Auckland Zoological Society • Director – MOTAT Board (12/11/2013) 	<p>10 February 2009</p> <p>18 February 2009</p> <p>18 February 2009</p>	
Candis Craven	<ul style="list-style-type: none"> • Managing Director - Niger Holdings Ltd • Former Trustee - NZ Contemporary Art Trust Auckland (12/11/2013) (11/3/2014) • Former Director Auckland Art Fair Ltd (12/11/2013) (11/3/2014) • Director Auckland Council Investments Ltd (a CCO) • Chair - Cognition Education Trust Ltd • Chair – Royal NZ Ballet • Former Director - Philanthropy NZ (25 Nov 2014) • Former trustee - ASB Community Trusts • Former President - NZ Family Planning Association • Former member - Occupational Therapy Board of NZ • University of Auckland - consultant • Consultant to NZQA, & NZ Teachers Council • Company undertakes work for the Mayor’s Office – Auckland Council 		Updated 8 Nov 2012

<p>Catherine Harland</p>	<ul style="list-style-type: none"> • Director, Watercare Services Ltd • Director, McHar Investments Ltd • Director, Interface Partners Ltd • Trustee, One Tree Hill Jubilee Educational Trust • Former Consultant, Martin Jenkins & Associates Ltd (27 Oct 2014) • Justice of the Peace <p>Past Professional Appointments:</p> <ul style="list-style-type: none"> • Trustee and Past Chair: Auckland Observatory & Planetarium Trust (Stardome Observatory) • Councillor, Auckland Regional Council • Councillor, Auckland City Council 	<p>15 April 2014</p>	
<p>Anita Killeen</p>	<ul style="list-style-type: none"> • Patron – Auckland Theatre Company • Patron – Silo Theatre • Director of SPCA Auckland • Director of Fertility New Zealand • Advisory Board Member of New Zealand Career College • Member of the Ex-Vietnam Service Assn (Neville Wallace Memorial) Children’s and Grandchildren’s Trust (15/4/2014) 	<p>18 March 2013</p>	
<p>Grant Lilly</p>	<p>Current Professional Appointments:</p> <ul style="list-style-type: none"> • Board member – Civil Aviation Authority of NZL • Board member – Aviation Security Service • Director – NZ Experience Ltd (NZX listed) • Director – Rainbows End Theme Park Ltd • Director – Queenstown Airport Corporation Ltd • Chair – NZL Tourism Industry Assn (12/11/2013) • Chairman, Hamner Springs Thermal Pools and Spa (23/12/2012) • Chairman, Tourism Industry New Zealand Trust (23/12/2012) • Deputy Chairman, Service Skills Institute Inc (17/05/2013) • Contract Advisory Services to NZ AA (10/011/2014) 	<p>29 November 2011</p>	<p>Updated July 2012</p>

	<p>Past Professional Appointments:</p> <ul style="list-style-type: none"> • Director – Jetconnect Ltd (2002-2011) • Board member New Zealand Business and Parliament Trust (2008-2011) • Board member – Board of Airline Representative NZ (2006-2011) • Board member – NZL Inbound Tour Operators Council (2006-2011) • NZ Executive Council member – Australia/NZL Business Council (1995-1999) • Director – Air Nelson Ltd (1992 - 1997) • Director – Eagle Airways Ltd (1992 - 1997) • Director – Aviation, Tourism and Travel Training Organisation 		
Lyn Lim	<ul style="list-style-type: none"> • Deputy Chair - ASB Community Trusts • Council member – AUT • Director - NZ Shareholders Association • Deputy Chair - NZ Chinese Youth Trust (11/11/2014) • Director - Mykris Ltd, Kaya Investments Ltd, Hartajaya Ltd, Durham, FH Holdings, • Ex Director - FH Shortland Ltd; FM International Ltd (11/11/2014) • Ex member - ANZ Private Bank External Advisory Board • Ex council - Auckland District Law Society • Ex member - Auckland District Law Society committees – (various) • Ex executive member - HKNZBA, NZCTA • Board member Public Trust (11/11/2014) • Board member Asian New Zealand Foundation (11/11/2014) • Director ASB Community Trust Charitable Purposes Ltd (11/11/2014) • Director ASB Trusts Amateur Public Sports Promotion Ltd (11/11/2014) • Director Forest Administration Ltd (11/11/2014) • Director FH Nominees Ltd (11/11/2014) • Director Seven Trust Ltd (11/11/2014) 		Updated 14 Feb 2013
Diane Maloney	<ul style="list-style-type: none"> • Chair -Otago Health Charitable Trust • Member - Auckland South Community Response Forum (Convened by Min. 		

	<ul style="list-style-type: none"> Of Social Development) • Board member - Sistema Aotearoa • Former Director - Iris Ltd (health/disability sector) (04/12/2013) • Former - Manager Community Services – Manukau City Council (1996-2010) • Independent consultant 		
<p>Scott Milne (Deputy Chair)</p>	<ul style="list-style-type: none"> • Former Chair - Territorial Local Authority Museums Electoral College • Member of Coastguard Northern Region (Feb '09) • Former Chair - Auckland City Council Recreation and Events Committee • Member - Auckland Festival Supporters Club 	25 February 2009	
Penny Sefuiva	<ul style="list-style-type: none"> • Former Contract Relationship Manager <i>Settling in Project</i> MSD (3/3/2015) • Friends of the Auckland Arts Festival • Trustee Vailoa Place Budgeting Service (3/3/2015) • Advisory member – Sahaayta Counselling and Social Support (3/3/2015) • Former councillor, Auckland City Councillor – and Chair of Arts, Culture and Recreation and the Community Development Committees • Former Council member, AUT University Council • Former board directorships include: <ul style="list-style-type: none"> ○ Auckland Festival Trust ○ The Edge Board of Management ○ Ponsonby Promotions ○ Auckland City Art Gallery Enterprise Board ○ Auckland City CBD Board, ○ Auckland Waterfront Working Party, and ○ PASIFIKA Festival Advisory Board 	21 January 2011 21 January 2011	
Moana Tamaariki-Pohe	<ul style="list-style-type: none"> • Previously employed by WaterSafe Auckland in the capacity of Maori/Waka coordinator. (I continue in a voluntary capacity.) • Maritime Museum: co-ordinating the flotilla at the Waitangi Day Celebrations at Okahu Bay (volunteer role) • Former Trustee - Ngāti Whatua o Orakei Māori Trust Board • Former Auckland City Council – CBD Board – Board member: 	17 March 2009	

	<ul style="list-style-type: none">• Ngāti Whātua o Orakei/ Auckland City Council Reserves Board – Board member: two years• President - Orakei Water Sports• Ngā Mahi ki a Tupato o Tāmaki Makaurau (Regional Unintentional Injury Prevention Group- Wellsford to Pukekohe)– co-founder/ member four years• Okahu Landing User Group (Contributed to the negotiations between the stakeholders at the Okahu Landing the Auckland City Council to secure the interests of all parties) – member three years• Director - Kaitiaki Enterprises Limited• Board member - Matariki Trust• Technical Officer Hauraki Gulf Forum	07 Sep 2010 7 Sep 2010 June 2010 07 Sep 2010	
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AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

10 March 2015

To: Auckland Regional Amenities Funding Board Directors

From: Leigh Redshaw, Advisory Officer

Subject: **Financial Reports 28 February 2015**

The trading results for the period 1 July 2014 to 28 February 2015 are attached. The overall position shows a trading surplus to date of \$251,000. Expenditure is tracking within budget and there are no known abnormal matters for the board to deal with.

The 2014 Annual Report was finalised in December 2014 and distributed in accordance with the requirements of the Act. The Annual Return to the Charities Register has been completed, and a copy of the annual report has also been uploaded to the Charities Register as well as being available at arafb.org.nz.

The IRD recently approved the 2-monthly GST return dates being moved to even month ends; this assists the preparation of end of year accounts.

The Audit report received in later 2014 signalled the need for the Funding Board to prepare to move to the new financial reporting requirements. Work has already commenced to ensure that the 2015 annual report complies with the new accounting standards.

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Balance Sheet

As of 28 February 2015

Assets				
Current Assets				
Cash On Hand				
Cheque Account	\$70,610.59			
Term Deposits	\$825,000.00			
Total Cash On Hand		\$895,610.59		
Total Current Assets			\$895,610.59	
Fixed Assets				
Office Equipment				
Computer Equipment at Cost	\$4,880.00			
Total Office Equipment		\$4,880.00		
Total Fixed Assets			\$4,880.00	
Total Assets				\$900,490.59
Liabilities				
Current Liabilities				
Trade Creditors		\$511,385.15		
GST				
GST Collected	\$288,383.73			
GST Paid	(\$104,050.43)			
GST Payments/Refunds	(\$185,823.29)			
Total GST		(\$1,489.99)		
Total Current Liabilities			\$509,895.16	
Total Liabilities				\$509,895.16
Net Assets				\$390,595.43
Equity				
Retained Earnings			\$139,667.07	
Current Year Earnings			\$250,928.36	
Total Equity				\$390,595.43

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Profit & Loss Statement

01/07/2014 To 28/02/2015

Income				
Levy - Non GST Portion			\$13,996,000.00	
Levy - ARAFB Admin Fee GST			\$315,000.00	
Total Income				\$14,311,000.00
Gross Profit				\$14,311,000.00
Expenses				
Audit Fees			(\$100.30)	
Advertising			\$603.12	
Advisory Officer/Admin Charge			\$34,152.04	
Misc Office Expense			\$92.17	
Courier Fees			\$10.00	
Dues & Subscriptions			\$1,019.44	
Grants to Amenities No GST			\$13,996,000.00	
Legal Fees			\$615.00	
Consultants			(\$3,900.00)	
Computer Consumables			\$1,384.00	
Office Supplies			\$69.57	
Employment Expenses				
Honorariums	\$104,745.28			
Other Employer Expenses	\$488.75			
Total Employment Expenses			\$105,234.03	
Postage			\$73.91	
Parking Charges			\$591.30	
Bank Fees			\$330.35	
Total Expenses				\$14,136,174.63
Operating Profit				\$174,825.37
Other Income				
Interest Income			\$76,108.24	
Total Other Income				\$76,108.24
Other Expenses				
Interest Expense			\$5.25	
Total Other Expenses				\$5.25
Net Profit/(Loss)				\$250,928.36

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

10 March 2015

To: Chair and Directors Auckland Regional Amenities Funding Board

From: Leigh Redshaw, Advisory Officer

Subject: Correspondence

ATTACHMENT 12

Inwards			
Search and Rescue Council	Email	13 Feb 15	Invitation to participate in discussion regards funding of SAR services. Dep Chair joining via video link.
Water Safety NZ	Email	21 Nov 14	Thanking the chair for meeting and suggesting a closer working relationship due to shared outcomes for the water safety sector.
Stardome	Email	11 Dec 14	New trustees appointed
Stellar Library	Email	15 Dec 14	Invitation to participate in a case study (declined)
CNZ	Email	9 Feb 15	Invitation to participate in multidisciplinary Review (declined)
SLSNR	Email	9 Mar 15	Advising of the process for the appointment of a new CEO of SLSNR
Outwards			
Auckland Council	Letter	2 Dec 14	Seeking approval for proposed honorariums levels for 2015-16
Amenities, Auckland Council	Email	Dec 14	Advising of allocation of grants, Annual Report 2014

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

10 March 2015

To: Auckland Regional Amenities Funding Board Directors

From: Leigh Redshaw, Advisory Officer

Subject: Review of HR Policies / Delegations / Standing Orders

Best practice requires that the Funding Board review and update its various policies, the delegations register and standing orders from time to time.

As it is now two years since the policies, delegations and standing orders were reviewed, all current documents have been reviewed and where changes have been made, highlighted, for the Board to consider.

No significant changes have been made. The one material area is that relating to banking practices referred to in the Delegations Schedule. The updates reflect actual practice as required by the bank as it relates to on-line banking.

HR Policies

Code of Conduct/Behaviour Standards

1. Purpose

- To provide all directors and employees with a set of standards and expectations for appropriate ethical and professional conduct in all aspects of their work.
- To define breaches of conduct and the consequences of such breaches.
- To ensure a safe workplace and provide clear guidelines on reasonable standards of behaviour

2. Principles

- Clearly set standards of behaviour that will ensure both the individual's interests and those of their fellow directors and employees are each taken into account.
- All members and employees are required to act in good faith and expected to undertake their work activities with honesty and integrity

3. Related policies

- Ethics
- Dealing with the media
- Conflict of interest
- Gifts

4. Application of policy

Any reference in this policy to "employees" shall include any other person who is employed or engaged to carry out any of Auckland Regional Amenities Funding Board's functions (including employees of other organisations who have been seconded to work for the Funding Board, temporary staff supplied through an agency, volunteers, contractors and their staff/management consultants).

All employees are required to familiarise themselves with, and abide by Auckland Regional Amenities Funding Board's Code of Conduct policy. Ignorance is not an acceptable excuse if a breach occurs.

This policy also applies to work related activities, events or meetings held outside of normal working hours, either on or off Funding Board premises such as social activities, conferences, meetings etc.

5. Director and Employee responsibilities

Auckland Regional Amenities Funding Board employees are expected to operate in an ethical manner. All personnel are required to:

- Give the highest possible standard of service to all customers and make service delivery their main priority
- Do nothing inside or outside their working hours, where they can be identified as an employee of the Auckland Regional Amenities Funding Board, or voicing opinions which could be perceived as the Funding Board's view, which could undermine public confidence in them as Funding Board employees and/or the Funding Board
- Always work in the best interests of the Funding Board and the community it serves
- Do nothing which results in the Funding Board (or any other public authority) being denied revenue to which it is entitled
- Always follow Funding Board policies and procedures and act lawfully and ethically
- Only take decisions and/or actions that Auckland Regional Amenities Funding Board is able to and intends to keep
- Decline gratuities such as gifts, favours, money, loans, vacations, travel, or accommodation from suppliers or potential suppliers which could be perceived as an inducement (see Gift policy)
- Negotiate supply contracts to meet Auckland Regional Amenities Funding Board's operating and financial requirements and not accept inferior substitute material or equipment solely on the basis that it is commercially or administratively expedient
- Remain impartial and objective when selecting potential employees, particular suppliers, product or services, using judgement based on the best fit for the Funding Board's business needs, ensuring that personal bias does not influence the decision
- Not undertake activities (including secondary employment) which could directly or indirectly compromise the performance of their normal duties

6. Personal Behaviour

Personnel are expected to behave in a socially acceptable manner at all times. This includes but is not limited to:

- Refraining from using offensive language
- Being courteous and professional at all times
- Complying with Auckland Regional Amenities Funding Board specific policies relating to ethics and harassment
- Ensuring personal hygiene, habits and dress meet the standard required for the job being performed and do not cause offence to others
- Treating colleagues and the public with courtesy, respect and honesty

- Avoiding behaviour which is threatening or offensive (including personally, culturally or sexually offensive behaviour)
- Ensuring that workplace relationships do not adversely affect the performance of official duties
- Respecting the privacy of individuals when dealing with personal information and maintaining confidentiality
- Not discriminating against any person because of their gender, age, marital status, colour, race ethnic or national origins, employment status, family status, sexual orientation, ethnicity, disability, religious, political or ethical belief, or union membership
- Not harassing, bullying or otherwise intimidating or behaving inappropriately towards any customer or colleague
- Respecting the cultural background of colleagues and customers
- Having due regard for the safety of others in the use of work place property and resources

7. Reporting

If any Funding Board representative believes that the published Code of Conduct is being contravened, that person should bring it to the attention of the Chairperson or Advisory Officer.

8. Intellectual property, confidentiality and information security

All work performed by personnel belongs to the Auckland Regional Amenities Funding Board and is not to be used for any other purpose whatsoever unless express authorisation is obtained from the Funding Board. Intellectual Property associated with the work carried out by an employee belongs to Auckland Regional Amenities Funding Board.

Directors and employees must ensure that passwords are kept safe and not shared with anyone else. Directors and employees must also ensure that information (electronic or hard copy) relating to:

- Specified amenities/customers/supplier transactions and any other confidential information;
- personal information pertaining to personnel;
- Auckland Regional Amenities Funding Board's business records and information;
- salary information, terms of employment and information pertaining to other employees;

is accessed, used, stored and disposed of appropriately and in a safe manner. Such information must be held in strict confidence and not disclosed to any other party without the prior agreement of either the Advisory Officer and/or Chairperson. Information that is not clearly in the public domain should not be released without authorisation.

9. Use of Funding Board property

All Funding Board property (including but not limited to all documents, business/office equipment, Funding Board software, manuals and other materials supplied to employees, or accessed by them during the course of their employment) remains the property of Auckland Regional Amenities Funding Board and must be returned when an employee's employment ceases.

It is the responsibility of all personnel to take good care of all Funding Board property in their possession including, but not limited to, telephones, mobile phones, other plant and equipment, motor vehicles, tools, office supplies, cash securities, taxi chits, data and software programs. All precautions must be taken to ensure that all material and equipment is safe from theft and damage. Auckland Regional Amenities Funding Board property must not be borrowed, loaned, sold, disposed of or destroyed without express authorisation from the Funding Board, Advisory Officer or Chairperson.

Misappropriating or failing to take reasonable care of Funding Board property and supplies may result in disciplinary action being taken, up to and including dismissal.

10. Misconduct and serious misconduct

10.1 Misconduct

Any allegations of potential misconduct may be investigated and could result in disciplinary action being taken, up to and including dismissal. Misconduct may include, but is not limited to:

- Failure to comply with, or any breach of, Auckland Regional Amenities Funding Board's policies, procedures and practices
- Failure to adhere to protocols or internal housekeeping requirements as stipulated by the Funding Board from time to time
- Failure to advise (without good reason) as soon as practicable or within two hours of the normal starting time of any lateness or absence for which prior permission has not been obtained
- Poor timekeeping
- Failure to be at an assigned workplace during working hours or leaving an assigned workplace without good reason or permission
- Smoking in a designated non-smoking area
- Careless, indifferent or negligent performance of duties
- Accessing confidential information for personal gain or pertaining to own personal interest and/or coercing any other Auckland Regional Amenities Funding Board employee to progress any issue outside of normal Funding Board processes
- Refusal to perform a reasonable and lawful request to work or to follow lawful instructions
- Failure to report any accident or personal injury at work or during work time

- Failure to report damage to Auckland Regional Amenities Funding Board property or damage caused while on Funding Board business
- Failure to follow required product - handling procedures
- Dress which is inappropriate to the employee's working environment
- Failure to maintain reasonable standards of grooming and hygiene
- Being discourteous to other employees, customers, clients or suppliers
- Disorderly, aggressive or argumentative behaviour
- Using abusive or obscene language (verbal or written) which may cause offence to another person while at any of Auckland Regional Amenities Funding Board's places of work
- Failure to comply with Auckland Regional Amenities Funding Board's information technology and communication policies, including unauthorised or inappropriate use of e-mail, internet and mobile phones or excessive personal photocopying or printing
- Disorderly conduct in a public place or personal behaviour outside of work which adversely affects Auckland Regional Amenities Funding Board in its business dealings or the organisation's reputation

10.2 Serious misconduct

Any allegations of potential serious misconduct may be investigated and could result in disciplinary action being taken, up to and including dismissal. Serious misconduct may include, but is not limited to:

- Failure to comply with, or any breach of, Auckland Regional Amenities Funding Board's policies, procedures and practices
- Failure to comply with Auckland Regional Amenities Funding Board's health and safety policies and procedures including: notification of hazards, reporting of injuries, wearing and use of safety protection equipment or protective clothing, and failing to follow lawful instructions regarding health and safety
- Any act or omission that causes injury or damage or adversely affects quality or productivity, including irresponsible use of fire or safety equipment
- Taking, selling, distributing, transferring or being in possession of illegal drugs while at work, on Auckland Regional Amenities Funding Board's premises, or when the employee can otherwise be identified as an Auckland Regional Amenities Funding Board employee

- The consumption of alcohol on Auckland Regional Amenities Funding Board premises (including Funding Board vehicles – if applicable) or client property during and outside of working hours without management consent
- Being impaired by alcohol and/or drugs while at work or at a work-related function/activity and/or while operating Auckland Regional Amenities Funding Board work vehicles or equipment regardless of whether the alcohol use occurred at work or off the job
- Victimisation, intimidation, publishing defamatory statements via public forums, fighting and/or physical assault, harassment (including sexual harassment), bullying or inappropriate language or behaviour towards another person while at work and/or on Auckland Regional Amenities Funding Board, client, or customer property or at any Auckland Regional Amenities Funding Board social or public occasion.
- Leaving an assigned work place without authority or due cause where safety or security is then put at risk
- Failure to disclose a work-related accident or near miss incident that had significant potential to cause serious harm to any person
- Possession of firearms/dangerous weapons/ instruments or any other illegal item on Auckland Regional Amenities Funding Board/client/ customer premise/property
- Disclosure, destruction or unauthorised use of confidential information or work processes, designs or other material produced or published by the Auckland Regional Amenities Funding Board
- Conduct (including that outside of normal working hours) that brings (or has the potential to bring) the image of the Auckland Regional Amenities Funding Board into disrepute
- Misrepresenting the Auckland Regional Amenities Funding Board or knowingly accepting bribes for personal gain or profit
- Failure to follow standard cash handling or finance policies and procedures, unauthorised use or handling of funds or Auckland Regional Amenities Funding Board resources
- Actions or inaction that puts the operation or security of the Auckland Regional Amenities Funding Board's computer systems and/or networks at risk
- Viewing, accessing, downloading, saving, printing and/or forwarding of inappropriate email/internet material such as pornography

- Unauthorised possession of, use, lending, removal or deliberate damage to the property of the Auckland Regional Amenities Funding Board, other employees, clients or customers.
- Dishonesty including theft, falsification, or being party to falsification of any Auckland Regional Amenities Funding Board, client or customer document or record
- Failure to notify possible conflicts of interest, collusion or breaches of confidentiality
- Non disclosure of criminal history/convictions as requested on job application forms or falsification of pre-employment information

11. Review/amendment of this Code of Conduct

The Auckland Regional Amenities Funding Board reserves the right to review, amend or add to this Code of Conduct policy at any time upon reasonable notice to employees.

Ethics Guidelines

Guidelines for:

- confidentiality
- protection of rights
- use of Auckland Regional Amenities Funding Board property

Confidentiality	<p>Directors, employees and representatives of the Auckland Regional Amenities Funding Board have access to information which is confidential.</p> <p>This information is to be regarded as privileged information, to be shared only with appropriate personnel.</p> <p>It may not be used, divulged or communicated to any person, apart from that relevant to normal business with clients or to persons who have proper authority.</p>
Protection of rights	<p>All work processes, designs and other material produced or published by the Auckland Regional Amenities Funding Board remain the rights of the Funding Board at all times.</p>
Use of Auckland Regional Amenities Funding Board property	<p>Employees are allowed minimal personal use of Auckland Regional Amenities Funding Board property and resources (e.g. phones, computers etc) on condition that use:</p> <ul style="list-style-type: none">• does not impact on the day to day operation of the business or the Funding Board's expectations of the employee's work outcomes,• conforms with correct use guidelines and• does not result in Auckland Regional Amenities Funding Board incurring additional expense.

Declaration of interest

1. Purpose

To clarify for Auckland Regional Amenities Funding Board members and employees what constitutes a conflict of interest and how to manage the situation when one arises.

2. Definition

A conflict of interest arises when a member, employee or representative of Auckland Regional Amenities Funding Board has personal interests that conflict with the responsibilities of their position.

A conflict of interest is any financial or other interest or undertaking that could directly or indirectly compromise the performance of an employee or representative's duties, or the standing of the Auckland Regional Amenities Funding Board in its relationships with the public, clients or other stakeholders. This would include any situation where the actions taken by an employee or representative in an official capacity could be seen to influence or be influenced by that person's private interests.

3. Principles

As a public organisation, it is very important that the Auckland Regional Amenities Funding Board is seen to be following best practices. This means that we need to be just as careful about perceived conflict situations as we are about actual conflict situations. Even if you have not actually received a benefit or advantage, we need to think about how the situation might look to those outside the Funding Board.

There is always potential for conflicts of interests, so we need to be alert to possible situations, whether they are:

- personal – eg an opportunity for a member or an employee to gain advantage or benefit (not necessarily financial)
- family – eg an opportunity for a member or an employee to assist or provide an advantage or benefit to their family or friends
- community – eg an opportunity for a member or an employee to provide an advantage or benefit to a specified amenity, community or stakeholder group.

To minimise undue influence and protect the integrity of our processes and decision-making, Auckland Regional Amenities Funding Board does not allow direct reporting relationships between people who have a domestic relationship outside of work. Auckland Regional Amenities Funding Board also reserves the right to review other relationships if these have the potential to impact upon the ability of the organisation to run its business with integrity.

4. Related policies

- [Ethics](#)
- [Code of conduct](#)

5. Responsibility

Employees	Adherence to this policy
All personnel	Promote the principles of this policy.
Advisory Officer	Central conflict of interest register
Advisory Officer	Administration of this policy

6. Procedures

Note: In all cases where a potential or actual conflict of interest arises, directors, employees or representatives must obtain the authority of either the Chairperson or Advisory Officer before proceeding with the proposed activity.

If you think there is either a real or perceived conflict of interest you should:

- discuss the matter with the Chairperson and/or Advisory Officer
- complete and sign the [conflict of interest disclosure](#) and forward to the Advisory Officer
- work with the Chairperson or Advisory Officer to establish how the conflict will be managed.

7. Records

- The Advisory Officer holds the central register of conflicts of interest.

Stakeholder Engagement Policy

Contents

1. Purpose
 2. Scope
 3. Engagement
 4. Principles
 5. Other guidelines
-

1. Purpose

The purpose of this policy is to set out the obligations and responsibilities of the members of the Board in terms of its engagement with stakeholders.

2. Scope

All members, and employees of the Board including those on contract, casual, fixed term or temporary employment agreements.

3. Engagement

Auckland Regional Amenities Funding Board (the Board) encourages informal (i.e. outside the scope of ARAFB meetings and formal business processes) and formal interaction and engagement between the Board Members and the Amenities that are funded by the Board, and also with other people and organisations that have relevance to the work of the Board.

Interaction with Amenities and with other people and organisations that have relevance to the work of the Board is intended to improve the knowledge, understanding and appreciation of the activities of the Amenities and to allow constructive and valuable exchanges between the Board Members and the Amenities which will better enable the Board Members to carry out their responsibilities.

Interactions may take the form of invitations (with or without invited guests) for attendance at meetings, events, functions, seminars, performances, visits to premises and operating sites or other hosted events undertaken by the Amenities and other people and organisations that have relevance to the work of the Board, and may be with the Amenities governing body or its members or management, staff, patrons or other stakeholders.

At all times appropriate good governance standards and practices and other policies of the Board must apply. Such stakeholder engagement must not in any way replace, amend or improperly influence the formal activities of the Board and the Board's decision making.

4. Principles

- The Board recognises that its members and employees (and guests) may be invited to attend events, functions, corporate hospitality, entertainments or performances organised by or provided by the Amenities or people and organisations that have relevance to the work of the Board to gain an understanding of the Amenities' businesses or operations and such other matters affecting the Amenities, to build relationships and to engage with its stakeholders. The Board encourages such engagement interaction.
 - The Board and its function are subject to public scrutiny. Both members and employees of the Board should be mindful of this and consider how the public could perceive any interaction with stakeholders.
 - Board meeting agendas will include the opportunity for Board members and employees to provide a verbal summary in the open section of the meeting, of their engagements with Amenities and others since the previous meeting.
-

5. Other guidelines

If a Board member or employee is in doubt as to the appropriateness of the engagement, including whether or not to participate in any engagement for cultural reasons, checks should be undertaken with the Chairperson or Deputy Chair.

If Board members or employees are unsure whether or not to accept an invitation to meet with an Amenity or other third party, they should seek advice from Chairperson or Deputy Chair.

Ethics Policy

1. Purpose

To define the ethical standards expected of employees or representatives of the Funding Board while they are at work or representing the organisation.

2. Guiding Principles

Employees or representatives of the Funding Board are required to:

- work in a lawful and honest manner
- not bring the Funding Board into disrepute
- have respect for colleagues and customers
- not use their position within the Funding Board for personal gain

This policy applies to all the Funding Board employees or representatives, agency temporary staff, contractors and consultants while they are at work or representing the Funding Board.

3. Responsibilities

Employees	Reading and adhering to the conditions of this policy
Directors	Ensuring employees are aware of this policy Taking appropriate action when breaches of this policy occur
Advisory Officer	Administering and maintaining this policy
Funding Board	Taking appropriate action when breaches of this policy occur

4. Procedure

Employees are responsible for familiarising themselves with the Funding Board standards and practices as they impact upon their position.

Behaviour or actions by employees or representatives that are in breach of this ethics policy will result in disciplinary action against the personnel concerned. This action can range from a verbal warning to dismissal depending on the seriousness of the incident and possibly prosecution.

Gifts and Inducements policy

Contents

1. Purpose
 2. Guiding principles
 3. Definitions
 4. Principles
 5. Other guidelines
-

1. Purpose

To clarify for Funding Board members and employees how to manage gifts, entertainment or inducements offered by other organisations or individuals.

Scope: All directors and employees of Auckland Regional Amenities Funding Board including those on casual, fixed term or temporary employment agreements.

2. Guiding principles

- The Auckland Regional Amenities Funding Board is a public sector organisation using public money and it is never appropriate for directors or employees to accept a bribe or inducement.
 - The Auckland Regional Amenities Funding Board is subject to public scrutiny, and both directors and employees should be mindful of this when accepting a gift. They should consider how the public could perceive it.
 - Acting with integrity and transparency is essential when accepting gifts.
-

3. Definitions

Gifts:

Unsolicited goods or services received from a supplier or organisation with whom Auckland Regional Amenities Funding Board has an existing relationship. A gift is something given with no conditions or expectations.

Inducements/bribes:

Goods or services (e.g. gifts, entertainment, cash, favours, personal discounts, travel, tickets to (non amenity related) events, etc) that could be perceived by the public as influencing an employee or director to make a decision in favour of the giver.

Low-value business courtesies:

Inexpensive gifts such as pens, sweets, coffee, calendars, mugs, etc that are widely distributed to clients.

4. Principles

Directors and employees may accept a gift if it is a low-value business courtesy or fits **all** of the criteria below;

- it is appropriate to the situation in terms of value and nature **and**
- it is given without condition or expectation of anything in return **and**
- it is unsolicited and given in recognition of an existing relationship, completed work, or recognised holiday (e.g. Christmas)

If a director or an employee accepts a gift that falls within the criteria above, they must notify the Chairperson or Deputy Chair unless it is considered a low-value business courtesy (as described above).

Directors and employees may accept invitations to meals or networking events where:

- there is a legitimate business reason for attending and developing stakeholder relationships, and;
- the level of entertainment is appropriate.

The following offers should be declined:

- offers of free accommodation and transport for an event outside Auckland

Bribes or inducements must always be declined and reported to the Advisory Officer and Chairperson.

Engagements as defined in the ARAFB Engagements Policy are not considered gifts for the purpose of this policy.

The Advisory Officer will maintain a Gifts Register to record any gifts received.

5. Other guidelines

Gifts may be offered to individuals that are of benefit to the organisation, e.g. invitations to attend a conference that will result in knowledge being gained by the Funding Board, networking opportunities, organisational discounts etc. These are generally accepted, but if in doubt the director or employee should check with the Chairperson or Deputy Chair.

In some instances, e.g. for cultural reasons, declining a gift may offend the giver. It is usually appropriate to accept the gift in this situation, however directors and/or employees should check with the Chairperson or Deputy Chair first.

If a director or an employee is offended by a gift, it should be reported to the Chairperson or Advisory Officer. No director or employee should feel obliged to accept an inappropriate or offensive gift.

Gifts may be passed on to a colleague at the Funding Board if you wish, but must not be sold.

If unsure of what to do with a gift, employees should seek advice from the Chairperson and/or Advisory Officer.

This Policy is to be read in conjunction with the Stakeholder Engagement Policy.

Media policy

The Auckland Regional Amenities Funding Board Media Policy provides guidelines for directors and employees when dealing with the media on Funding Board matters.

1. Purpose
2. Scope
3. Auckland Regional Amenities Funding Board communications
4. Spokespeople
5. Media enquiries
6. Writing and distributing media releases
7. Protocol for Chairperson, Deputy Chairperson and committee chairs
8. Funding Board and committee meetings
9. Complaints
10. Use of the Local Government Official Information and Meetings Act

1. Purpose

The purpose of the media policy is to ensure consistency across Funding Board in all interactions with the media while safeguarding the reputation of the Board.

2. Scope

The media policy covers all interactions with the media by any the Funding Board staff members and directors speaking on committee or the Funding Board resolutions and decisions.

3. The Funding Board communications

The Funding Board recognises the public's right to information about their Funding Board's responsibilities under the Local Government Official Information and Meetings Act. The Funding Board seeks to balance the right to information with the need to observe the Privacy Act, libel and defamation laws, other statutes relevant to the business of the board, and obligations under the Treaty of Waitangi. The principles in the Auditor General's suggested guidelines for advertising and publicity by local authorities are also recognised as good practice.

The pertinent points of the guidelines are:

- a local authority has a general obligation to ensure that those whom it represents and acts for are kept informed about what it is doing to ensure those people know how they are being affected by its actions and what their rights and responsibilities are in relation to them
- most communications at public expense should represent the corporate or collective position

- material should not be presented in such a way that promotes, or could be perceived as promoting personal or party political interests. No material should include the logo or slogan of a political party or other sectional grouping

In addition to the usual annual review, the Funding Board's media policy will also be reviewed in the light of any changes to the existing guidelines or any new guidelines issued by the Auditor General.

The Funding Board is responsible for producing and facilitating clear channels of communications with the media. Practice guidelines follow.

3.1

There is a strong preference for directors to be spokespeople on the Funding Board or committee decisions. In almost all cases, the spokesperson will be the Chairperson or Deputy Chairperson or the appropriate committee chair or another member of committee as delegated to by the committee.

3.2 These directors should be given first right of refusal where the Funding Board is asked to provide attributed comment on an issue.

3.3 Attributed comment means comment that will appear in print or broadcast media as "The Chairperson of the Auckland Regional Amenities Funding Board, [insert name] said"

3.4 The Chairperson should be given the opportunity to comment on enquiries on matters where she/he has expressed an interest through the Advisory Officer. Media access will be direct or by routing enquiries through the Advisory Officer.

3.5 The Advisory Officer will work with the Deputy Chairperson and other directors to determine whether they wish this 'first opportunity' rule to apply to them.

3.6 The Advisory Officer will work with the Deputy Chairperson and directors to determine whether they are happy to delegate media enquiries on specific subjects or classes of subjects to the organisation's spokesperson.

3.7 Enquiries about matters of policy should be distinguished from those that are seeking information of a technical nature, those for example relating to organisational implementation of the Funding Board decisions.

3.8

Designated staff spokespeople is the Advisory Officer.

3.9 The Advisory Officer should be consulted where there is any doubt about these practices.

3.10 All staff members approached by the media should ensure they are the appropriate person to be speaking to the journalist and if in doubt should refer the inquiry to Advisory officer for guidance.

- 3.11 Where directors require assistance in determining their response to inquiries they should refer the matter to the Advisory Officer.
- 3.12 To ensure maximum advantage is secured and the Funding Board's brand values and reputation are protected and enhanced, all approaches to the Funding Board to take part in television, electronic or other broadcast programmes, must be discussed with the Chairperson and Advisory Officer in the first instance.

The Advisory Officer will provide advice, and assist with concepts and negotiations on content, scope and other issues with programme producers, if required. In the event of any dispute over the merits of taking part in a programme opportunity, the issue shall be referred to the Chairperson.

- 3.13 The Funding Board management and staff are committed to communicating with media in a way which is
- proactive
 - clear, direct and in plain English
 - timely and responsible
 - open and honest
 - courteous and helpful
 - reasonable and fair
 - appropriate to each media outlet

4. Spokespeople

Spokespeople are selected on the following basis

4.0 See 3.1 and 3.2 above.

4.1 A spokesperson should be the person who knows the issues or subject well.

4.2 Among staff, only designated spokespersons may be interviewed by the media. This policy's guidance regarding Funding Board director's spokespersons, is to be found at points 3.1 – 3.13 above. The designated staff spokesperson is the Advisory Officer.

4.3 If people other than designated spokespersons receive calls from journalists, the calls must be forwarded to Advisory Officer who then will make sure the right person speaks to the journalist.

4.4 In the majority of cases only one person from the Funding Board should speak on each issue.

4.5 The Advisory Officer is the contact point for the media and will advise journalists who is the appropriate person to speak to. As a rule they will provide a facilitation and advisory

function, directing media enquiries to the appropriate spokesperson and assisting with appropriate media responses. However, the Advisory Officer may supply the media with factual information that he/she has obtained from the appropriate Funding Board source and may occasionally serve as the Funding Board's spokesperson on these occasions.

- 4.6 The Funding Board employees should ensure that any contribution they make to any public debate or discussion on such matters is appropriate to the position they hold, and is compatible with the need to provide impartial, unbiased and professional advice and support to Funding Board directors.

5. Media enquiries

- 5.1 All media enquiries must be directed to a designated spokesperson in the first instance.
- 5.2 Spokespeople will be accessible for media enquiries at all times, within reason. If a spokesperson is going to be unavailable for a protracted period of time (including over a weekend) then the Advisory Officer must be made aware of the alternate spokesperson in advance of that absence.
- 5.3 Spokespeople should give high priority to taking and returning phone calls from reporters.
- 5.4 Non-spokespeople will have explicit instructions about how to react to media inquiries. 'Stonewalling' is not an option. If the spokesperson is not readily available, all efforts will be made to find an alternative person to take the enquiry. The Advisory Officer is the first person to call in this instance with details of the journalist's name, organisation, phone number, purpose, deadline and time they called. If the Advisory Officer is unavailable, the Chairperson should be contacted.
- 5.5 The spokesperson will establish the nature of the enquiry as soon as possible and respond only if he/she is completely sure he/she has all the necessary information and authority.
- 5.6 There is no problem in responding with: "I don't have all that information, but I'll get it and call you back very soon." The spokesperson will establish what the deadline is for the delivering the information and meet it.
- 5.7 If there is a possibility of controversy, or the spokesperson simply needs help, ask the Advisory Officer for advice about assistance with a response.
- 5.8 Where appropriate the fact that a media enquiry has been received should be communicated to other directors and the Advisory Officer as a courtesy.

6. Writing and distributing media releases

6.1 All media releases must be sub-edited and approved by the Advisory Officer or Chairperson or their delegate.

7. Protocol for Chairperson, Deputy Chairperson and committee chairpersons

7.1 There is a strong preference for directors to be spokespeople on the Funding Board or committee decisions. In almost all cases the spokesperson will be the Chairperson, Deputy Chairperson or a director as delegated to by the committee.

7.2 See sections 3.1 – 3.13 above.

7.3 Communications support will include:

- media liaison
- writing and release of media statements and background material (including speech notes)
- issues-management advice
- all the Funding Board media releases sent by email.

7.4 In order to comply with the Auditor General's guideline principles, communications support will not be provided where the Chairperson or Deputy Chairperson or committee chairpersons are speaking in opposition to a decision of a Funding Board committee or the Funding Board.

7.5 Communications support will not be provided to assist board members on personal issues.

8. The Funding Board and committee meetings

8.1 Agendas for scheduled meetings will be e-mailed out or collected ensured by, journalists before each meeting if requested.

8.2 Such agendas are public documents and it should be understood that anything said in them is public information. Journalists will often ask for comment on agenda items before they have been presented to the Funding Board. Funding Board directors and the Funding Board staff should be cautious in handling such enquiries to ensuring that they do not pre-empt or that they are not perceived as pre-empting committee or the Funding Board decisions.

8.3 Public exclusion

- The Funding Board and its committees endeavour to minimise the amount of confidential business conducted, bearing in mind the Funding Board's obligations under the Local Government Official Information and Meetings Act.
- The Funding Board committees may decide that an item that has been discussed

in the confidential session can be released publicly.

9. Complaints

The Funding Board has no right to stop a story being published if it criticises the Funding Board. However, if media coverage contains inaccuracies, contact the Advisory Officer. They will consider one of the following courses of action.

- 9.1 **Do nothing.** Sometimes it's better to simply let the matter go – trying to correct the problem may cause more issues than necessary.
- 9.2 **Write a letter to the editor.** Call the editor and discuss the mistake and suggest he/she publish a letter correcting the wrong information.
- 9.3 **Get a correction published.** If the mistake warrants it, the Advisory Officer will be responsible for writing a correction and attempting to get it published. This will be done after the Advisory Officer and Chairperson reaches agreement with the editor. The same principle applies for electronic media.
- 9.4 **Take a complaint to the Press Council.** If there is no resolution from attempting the above courses of action and management considers the issue is serious enough, the Advisory Officer after consulting with the Chairperson, will take the matter to the Press Council. The Press Council's findings are made public.
- 9.5 **Take legal action.** This would be done in the most extreme cases only – i.e. if a Funding Board employee or the Funding Board director were defamed - and a specialist lawyer would become involved.

10. Use of the Local Government Official Information and Meeting's Act

- 10.1 It is Funding Board policy to provide the public with information without the need for people to ask for information under the Local Government Official Information and Meetings Act ("LGOIMA").
- 10.2 The Funding Board may receive requests from the media and the public under the LGOIMA and these should be handled in a consistent way.

- All requests for information under the act must be made in writing - either hard copy or email.

Each request will be dealt with by the Advisory Officer. A return address must be supplied so that hard copy can be posted to the enquirer if the information requested is not available electronically.

Public comment guidelines

Funding Board employees are required to provide professional and impartial service to the Board of the day. They must act to ensure not only that they maintain the confidence of the Chairperson and directors, but also to ensure that they are able to establish the same professional and impartial relationship with representatives from all affiliations.

Generally, Funding Board employees have the same rights of free speech and independence in the conduct of their private affairs as other members of the public. However, they also have a responsibility not to compromise the Funding Board by public criticism of, or comment on, Board policy.

Funding Board employees should ensure that any contribution they make to any public debate or discussion on such matters is appropriate to the position they hold, and is compatible with the need to provide an impartial, unbiased and professional advice and support to Board directors.

In general, comment made by Funding Board employees in a private capacity on matters of public policy would be regarded as unacceptable if it:

- revealed advice given to the Funding Board directors
- used or revealed any information gained in the course of official duties where this was not already known by, or readily available to, the general public
- criticised, or offered alternatives to, a proposed or actual Funding Board policy
- purported to express or imply the Funding Board's view, rather than clearly expressing a personal view only
- gave openly partisan support to, or criticism of, a political party/affiliation or current or prospective Funding Board director
- constituted a personal attack on a Funding Board director, colleagues or other Funding Board employees
- amounted to a criticism sufficiently strong and/or persistent so as to call into question the employee's ability to impartially implement, administer, or advise upon a Funding Board policy.

Actions of this kind may amount to misconduct, depending on the circumstances of the case.

Appointment and Remuneration of Board Members

FEBRUARY 2009

Reviewed March 2015

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1. Introduction

1.1 Purpose of this policy

This policy document outlines the process for the appointment and reappointment of board members to Auckland Regional Amenities Funding Board. It also defines the general skills required from board members, and their remuneration.

2. General requirements for members

2.1 General level of skill

The Auckland Regional Amenities Funding Act 2008:

S.7 (5) requires that:

“The members must be persons who have management skills, experience and professional judgement necessary to do the Funding Board’s functions in the opinion of those appointing them.”

2.2 Persons not eligible

S.7 (6) states:

“The following persons must not be appointed as members:

- (a) a person who is currently an elected or appointed member of a contributing authority; or
- (b) the chief executive of a contributing authority; or
- (c) an employee of a contributing authority ;or
- (d) a current board member of a specified authority ;or
- (e) a current officer or employee of a specified amenity.”

2.3 Guidelines as to the level of skills

Any person appointed to the Funding Board should have, as a minimum, the following competencies:

- ability to guide the organisation, given the nature and scope of its activities
- ability to contribute to the achievement of the Funding Board’s objectives
- an understanding of governance issues
- business/commercial experience and/or other experience that is relevant to the activities of the Funding Board
- a high standard of personal integrity
- ability to work collaboratively

3. Board Member Appointment Process

3.1 Number of members

S.7 of the Auckland Regional Amenities Funding Act 2008 covers membership.

S.7 (1) The Funding Board has 10 members

S.7 (2) The Auckland Council appoints six members

S.7 (3) The Amenities Board appoints four members

S.7 (4) One of the members appointed by Auckland Council must be a person who, in the opinion of Auckland Council, is appropriate to represent the interests of Maori in the Auckland region.

3.2 First Appointments (this section is no longer relevant)

S.44 covers the Funding Boards first appointments

S.44 (1) As soon as is practicable after this Act comes into force,

(a) the Auckland Council must meet and appoint members of the Funding Board under 7(2);and

(b) the Amenities Board must meet and appoint members of the Funding Board under s7(3).

S44 (2) The following provisions apply to the first members appointed to the Funding Board:

(a) of the six members appointed under section 7(2), 4 hold office for a term of 2 years and 2 for a term of 3 years and

(b) of the four members appointed under section 7(3), 2 hold office for a term of 2 years and 2 for a term of 3 years and

(c) whether a member holds office for a term of 2 years or 3 years must be determined by lot, unless the members agree on a different method

S44 (3) The term of office of a Funding Board member to whom subsection (2) applies ends on 30 May.

(a) in the second year after the member is appointed if the term is 2 years: and

(b) in the third year after the member is appointed if the term is 3 years.

3.3 Subsequent appointments

Clause 4 of Schedule 4 Terms of Office

(1) Every Funding Board member is appointed for a term of 3 years starting on the day after the date on which the previous term ends

(2) Subclause (1) does not apply to members appointed under section 44 or clause 6 (3)

(3) Every member is eligible for reappointment

(4) Subclause (5) applies to a member to whom the following apply:

(a) his or her term of office ends; and

(b) he or she has not resigned his or her office; and

(c) he or she is not in a situation described in clause 6(1)

- (5) The member continues to hold office by virtue of his or her appointment until
 - (a) he or she is reappointed; or
 - (b) his or her successor is appointed
- (6) The Funding Board's functions, duties, and powers are not affected by a vacancy in its membership.

4. Remuneration

4.1 Setting the level of Honorariums

S.10 Remuneration

- (1) The Auckland Council must decide how much to pay each member of the Funding Board after considering a recommendation from the Funding Board.
- (2) The Auckland Council must decide to pay an amount that is appropriate having regard to-
 - (a) the public purpose of the Board's functions; and
 - (b) the extent of public funding of the Board's operations.
- (3) The Auckland Council must not determine a rate of pay for a Funding Board member in a financial year greater than that specified for the payment of a member in the funding plan adopted for the year.
- (4) The Funding Board must recommend to the Auckland Council how much a member of the Board should be paid in a financial year having regard to the matters in subsections (2) and (3).
- (5) The Funding Board must pay its members the amount determined by the Auckland Council.

4.2 Advisory Officer to Research and Recommend to Funding Board

The Advisory Officer is required to research and report on the levels of honorariums paid to directors of similar entities, (such as Auckland War Memorial Museum and Museum of Transport and Technology and others). The report must provide information on comparative honorariums and make recommendations as to the level of honorarium for the role of chairperson, deputy chairperson and director for the next financial year.

The report and recommendations must take into account the nature of the tasks required of the Funding Board members, and advice must be sought from external agencies (such as Hays) as to an appropriate level of remuneration for the roles performed.

The report must be presented to the Funding Board in time for the Funding Board to make recommendations to the Auckland Council (refer section 4.1 above), and for the approved remuneration to be reported in the draft Annual Plan for the following year.

Delegated Authorities

Auckland Regional Amenities Funding Board

DELEGATED AUTHORITIES

The Chairperson and Funding Board delegated authorities are as follows:

1.0 Use of common seal

Advisory Officer is to hold the common seal.

The common seal of the Auckland Regional Amenities Funding Board shall be in the control and custody of the Advisory Officer who shall be responsible for its use.

1.1 Seal normally fixed by resolution

The common seal of the Funding Board shall not be affixed to any document unless pursuant to:

- A resolution of the Funding Board; or
- A resolution of a Committee exercising the power to make a contract delegated to it by the Funding Board; or
- A decision of an officer of the Funding Board duly authorised by the Funding Board.

Except as otherwise provided, any two of the Chairperson, Deputy Chairperson or the Advisory Officer shall sign every document to which the seal of the Funding Board is so affixed.

Section 22 of the Standings Orders shall govern the use of the Common Seal.

2.0 Funding paid to Specified Amenities

All funding paid to Specified Amenities shall be referred to the Funding Board for prior approval.

3.0 Day to day business

The Advisory Officer has the authority to sign contracts on behalf of the Funding Board, within the budget approved by the Funding Board, of up to \$200,000.

Any contract over \$200,000, and within the budget approved by the Funding Board, shall be approved and signed by both the Chairperson and the Advisory Officer.

All transactions must remain within the Funding Boards powers as defined in the Auckland Regional Amenities Funding Act 2008.

4.0 Signatories

4.1 Cheques

Signatories of bank accounts shall be three Funding Board members (including the Chairperson), and the Advisory Officer.

All cheques to be co-signed by a Funding Board member and the Advisory Officer (i.e. 2 signatures).

4.2 Electronic Banking (including internal transfers)

The release strategy for electronic banking is as follows:

This requires three levels:

- (a) An Inputter – The Advisory Officer is responsible for transaction input.
- (b) Two authorisers – Advisory Officer, the Chairperson or one other Funding Board member for each transaction or batch of transactions. Provision for up to four Funding Board members has been implemented with the bank to cover absences, and urgent requirements.
- (c) Transmitter – The Advisory Officer is responsible for this role.

All users will have a unique user ID and password.

4.3 Manual withdrawals

The Chairperson (or delegate) and Advisory Officer must sign any bank withdrawal. Appropriate supporting documentation shall be presented to signatories. Cheques shall not be made out to cash except for per diems and petty cash.

5.0 Payment Requests

The Advisory Officer must approve any purchase order or payment made within budgets approved by the Funding Board.

6.0 Capital Purchases & Disposal

The Advisory Officer has the authority to purchase capital items within approved capital expenditure budgets up to \$20,000. Purchases above \$20,000 or outside approved capital expenditure budgets require the prior approval of the Funding Board.

All capital items with a value of \$500 and above shall be recorded in the Asset Register and shall be depreciated in accordance with appropriate accounting policy.

The Advisory Officer has the authority to dispose of and write down individual assets with a book value of up to \$20,000. Assets of higher value shall be referred to the Funding Board for prior approval of disposal.

7.0 Sundry expenses

Expenses incurred by the Advisory Officer must be within budget and approved by the Chairperson. Expenses by staff members must be within budget and approved by the Advisory Officer.

8.0 Purchasing cards (p-card)

All expenditure incurred by the Advisory Officer using a p-card (electronic purchasing card) shall be approved by the Chairperson.

9.0 Staff Appointments

The Advisory Officer (after consultation with the Chairperson) has the authority to engage staff and contractors, within approved budgets, with a salary package or fee of up to \$110,000 per annum. Higher amounts must be referred to the Funding Board for prior approval.

The Advisory Officer may delegate the selection process of staff or contractors to an external consultant, but all engagements must be approved and signed by the Advisory Officer before

an offer of employment is made.

The Advisory Officer has the authority to dismiss staff in line with employment legislation and shall report any dismissal to the next full meeting of the Funding Board.

Activity	Delegate	Level of Authority
Specified Amenity Funding	Funding Board	Prescribed by the Auckland Regional Amenities Funding Act 2008
Day to day business	Advisory Officer	\$200,000
Payments by cheque	Three Funding Board Members (including the Chairperson) and Advisory Officer – 2 signatures required	Prescribed by the Auckland Regional Amenities Funding Act 2008
Electronic payments and internal account transfers	Inputer – Advisory Officer Authorisers – Advisory Officer and one of the 4 approved Funding Board Members (including the Chairperson) (2 required to authorise payment) Transmitter – Advisory Officer	Prescribed by the Auckland Regional Amenities Funding Act 2008
Manual Withdrawals	Chairperson (or Delegate) and Advisory Officer	All
Payment Requests	Advisory Officer	All
Capital Purchases	Advisory Officer	Up to \$20,000
Staff Appointments	Advisory Officer (in consultation with the Chairperson)	Up to \$110,000
Sundry Expenses	Chairperson	All

Standing Orders

Standing Orders

Adopted by the Funding Board on: 04 February 2009

Reviewed: February 2013

Reviewed: March 2015

Standing Orders

Including excerpts from the Auckland Regional Amenities Funding Act 2008 (the Act).

If any item contained in these Standing Orders is in conflict with any item contained in the Act, then the Act will prevail.

Part 7 of the Local Government Official Information and Meetings Act 1987 applies to the Funding Board as if it were a local authority subject to that part. (Schedule 4 section 8 (5)).

Part 7 of the Local Government Official Information and Meetings Act 1987 is attached as an appendix.

MEETING PROCEDURES

1 Conduct of Meetings

- | | | |
|---|------------|---|
| Mode of Address for Chairperson | 1.1 | The person in the chair is to be addressed in such terms as denotes the statutory office of that person, the choice of mode of address being as determined by that person. |
| Chairperson to Decide | 1.2 | The Chairperson is to decide all questions where the Act makes no provision or insufficient provision, and all points of order, and any member who refuses to obey any order or ruling of the Chairperson will be held guilty of contempt. |
| Chairperson Rising | 1.3 | Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be seated, and members are to be silent so that the Chairperson may be heard without interruption. |
| Members to Speak in Places and Address the Chair | 1.4 | Members granted the right to speak at meetings are to address the Chairperson, and may not leave their place while speaking without the leave of the Chairperson. |
| Priority of Speakers | 1.5 | <p>When two or more members seek the right to speak, the Chairperson is to name the member who has the right to speak first, provided that the following members shall have precedence, where in order, when they state their intention to:</p> <ul style="list-style-type: none">(a) Raise a point of order, including any request to obtain a time extension for the previous speaker;(b) Move a motion to terminate or adjourn the debate or(c) Make a point of explanation or request an indulgence of the Chairperson. |

Standing Orders

Speeches in English or Maori 1.6

A member may address the Chairperson in English or Maori. The Chairperson may order that a speech be translated and printed in another language. A member must give prior notice, not less than 2 working days before the meeting, to the Chairperson if he or she intends to address the Chairperson in Maori, when the normal business of the Committee is conducted in English, or in English when the normal business of the Committee is conducted in Maori.

Duration of Meetings and Time Limits 1.7

Unless pursuant to a resolution to continue, no meeting may continue for more than six hours or beyond 10.30 pm, and any business on the order paper not dealt with must be adjourned to the next ordinary meeting or Extraordinary Meeting.

Reporting of Meetings 1.8

When a meeting of the Funding Board is open to the public the following provisions shall apply:

- (a) Bona fide members of the news media (including newspaper, radio and television) shall be entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any news media.
- (b) Any member of the public who is not a bona fide member of the news media shall obtain the consent of the meeting to the use of recording devices or photographic equipment such as cameras.
- (c) Any recording of meetings shall be carried out in an unobtrusive manner, and shall not be distracting to members.
- (d) Any recording of meetings shall be notified to the Chairperson at the commencement of the meeting.
- (e) No member may use, or be associated with the use of, a recording device without the knowledge of the meeting and the consent of the Chairperson.

Standing Orders

Disorderly Members to Withdraw

1.9

Members called to order by the Chairperson are to resume their seats and/or stop speaking, as the case may be. Should any member refuse to obey, such member may be directed by the Chairperson to withdraw from the meeting. Upon such direction, any such member is to withdraw and shall not be permitted to return during the meeting, or any period of that meeting that the Chairperson may determine.

Members Not to be Disrespectful

1.10

No member of the Funding Board at any meeting may be disrespectful in speech or use offensive or malicious language, including in reference to the Funding Board, any other member, or any officer or employee of the Funding Board. In addition, no member may impute improper motives or make offensive remarks about the private affairs of any other member of the Funding Board or its staff.

Retraction of, or Apology for, Offensive or Malicious Language

1.11

The Chairperson may call upon any member or speaker to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Withdrawal From Meeting

1.12

Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.

Disorder in Meeting

1.13

The Chairperson may require any member whose conduct is disorderly or who is creating a disturbance to withdraw immediately from the meeting for a time specified by the Chairperson.

Adjournment of Meeting Following Disorder

1.14

Should the disorder continue, the Chairperson shall have the right to adjourn the meeting for a time specified by the Chairperson. At the end of that period the meeting shall resume and decide without debate the question as to whether the meeting shall proceed or be adjourned. The Chairperson may also take such action in relation to disorder from other sources or in the event of an emergency.

Standing Orders

**Contempt to be
Recorded in Minutes**

1.15

Where the meeting resolves to find the member in contempt that resolution shall be recorded in the minutes.

Removal from Meeting

1.16

A member of the Police, or an officer or employee of the Funding Board, may, at the request of the Chairperson, remove or exclude a member from a meeting if that member is required to leave the meeting by a ruling made under the Standing Orders and that member refuses or fails to leave the meeting, or having left the meeting, attempts to re-enter without the permission of the Chairperson.

Cellphones

1.17

No person may have an activated cellphone in their possession whilst attending any meeting.

Consuming of Food

1.18

That the consuming of food during meetings not be permitted except at the discretion of the Chairperson.

2 Quorum at Meetings

**Requirement for a
Quorum**

2.1

A meeting shall be duly constituted if a quorum is present whether or not all of the members present are voting or entitled to vote.

**Quorum to be Present
Throughout Meeting**

2.2

No business shall be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted.

Standing Orders

Funding Board Meetings

2.3

The quorum at any meeting of the Funding Board shall consist of a majority of its members.

Refer to S.8 (2) of the Act

Quorum at Committee Meetings

2.4

The quorum at any meeting of a Committee -

- (a) shall be not less than 2 members of the Committee, as determined by the Funding Board ; and
- (b) in the case of a Committee (other than a Subcommittee), shall include at least one member of the Funding Board.

3 Failure of a Quorum

Meeting Lapses if No Quorum

3.1

If a meeting is short of a quorum at its commencement, or falls short of a quorum during the course of the meeting, the business is to stand suspended and, if no quorum is present within 15 minutes, the Chairperson is to vacate the chair and the meeting shall lapse.

Lapsed Business

3.2

The business remaining to be disposed of following the lapsing of a meeting is to stand adjourned until the next ordinary meeting unless the Chairperson fixes an earlier meeting which is notified by the Advisory Officer.

Minutes to Record Failure of Quorum

3.3

If a meeting lapses by reason of failure of a quorum, the names of the members then in attendance, and the fact of the lapse, are to be recorded by the Advisory Officer.

4 Leave of Absence and Apologies

Standing Orders

Granting Leave of Absence

4.1

The Funding Board may grant leave of absence to a member from an ordinary meeting or other meetings of the Funding Board upon application by the member.

Apologies at Meetings

4.2

If a member has not obtained leave of absence an apology may be tendered on behalf of the member and the apology may be accepted or declined by the Funding Board. Acceptance of the apology shall be deemed to be a granting of leave of absence for that meeting.

Recording of Apologies

4.3

The Chairperson of each meeting will invite apologies at the beginning of each meeting, including apologies for lateness and early departure, and these and subsequent apologies during the meeting will be recorded in the minutes, including whether they were accepted or declined, and the time of arrival and departure of all members.

Absence Without Leave

4.4

An extraordinary vacancy shall be created where any member is absent without leave from four consecutive ordinary meetings of the Funding Board.

5 Order of Business

Order of Business

5.1

The order of business is to be determined by the Funding Board.

Order Paper

5.2

The Advisory Officer is to prepare for each meeting an order paper listing and attaching information on the items of business to be brought before the meeting so far as is known. At the meeting the business is to be dealt with in the order in which it stands on the order paper unless the meeting or the Chairperson accord precedence to any business set down on the order paper for consideration.

Standing Orders

Confidential Items

5.3

The Advisory Officer shall place on a confidential agenda any matters for which the Advisory Officer considers the Funding Board is likely to wish to exclude the public. The subject matter likely to be considered in exclusion of the public shall be placed on the order paper available to the public.

Report from the Chairperson

5.4

The Chairperson shall, by report, have the right to direct the attention of the Funding Board to any matter or subject within the role or function of the Funding Board.

Minor Items not on the Agenda May be Discussed

5.5

Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if the Funding Board by resolution so decides.

5.6

Where an item is not on the agenda for a meeting -

- (a) that item may be discussed at that meeting if -
 - (ii) that item is a minor matter relating to the General Business of the Funding Board; and
 - (iii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision, or recommendation maybe made in respect of that item except to refer that item to a subsequent meeting of the Funding Board for further discussion.

6 Standing Orders of Debate

Reserving Speech

6.1

A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.

Standing Orders

Irrelevant Matter and Needless Repetition

6.2

In speaking to any motion or amendment, members are to confine their remarks strictly to such motion or amendment, and shall not introduce irrelevant matters or indulge in needless repetition. In this matter, the Chairperson's ruling is final and not open to challenge.

Limitation on Speakers

6.3

If three speakers have spoken consecutively in support of, or in opposition to a motion, the Chairperson may call for a speaker to the contrary. If no such speaker is forthcoming and after the mover has had the right of reply, the motion shall be put. Members speaking shall, if so called upon by the Chairperson, announce whether they are speaking in support of, or against the motion or amendment being debated.

Taking Down Words

6.4

When any member objects to words used and desires them to be recorded in the minutes, the Chairperson may so order them to be recorded, provided such objection be made at the time the words were used and not after any other members have spoken.

Reading of Speeches

6.5

Members may not read their speeches, except with the permission of the Chairperson, but may refresh their memory by reference to notes.

Time Limits on Speakers

6.6

The following time limits apply to members speaking at Funding Board meetings, unless extended by a majority vote of members present:

- (a) movers of motions when speaking to the motion, ten minutes;
- (b) movers of motions, when exercising their right of reply, five minutes;
- (c) other members, not more than five minutes.

Member Speaking More than Once

6.7

A member may not speak more than once to a motion at a Funding Board meeting. (For the avoidance of any doubt this does not apply to meetings of a Committee.)

Standing Orders

Restating of Motion

6.8

Members may request the Chairperson to restate the motion for their information at any time during the debate, but not so as to interrupt.

Right of Reply

6.9

The mover of an original motion (not an amendment) has a right of reply. After the mover has commenced such reply, or has intimated the wish to forego this right, or having spoken to an amendment to the motion and the Chairperson has intimated an intention to put the motion, no other member of the Funding Board may speak on the motion. Movers in reply are not to introduce any new matter and shall confine themselves strictly to answering previous speakers.

When Right of Reply May be Exercised

6.10

The right of reply is governed as follows:

- (a) where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion;
- (b) if there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply exhausts their rights as mover of the original motion, provided that the mover may reserve such right of reply. The mover may, however, take part in the discussion upon subsequent amendments.

NOTE - A right of reply can be exercised at either the end of the debate on an original motion or at the end of the debate on an amendment. Only the mover of an original motion has a right of reply and that right can only be used once. In addition to a right of reply, the mover of an original motion may reserve a right of reply and speak once to an original motion and once to each amendment without losing that right of reply.

Speaking Only to Relevant Matters

6.11

Members may speak to any matter before the meeting or upon a motion or amendment to be proposed by themselves, or upon a point of order arising out of debate, but not otherwise.

Personal Explanation

6.12

Members may make a personal explanation with the permission of the Chairperson, but such matters may not be debated.

**Explanation of Previous
Speech 6.13**

With the permission of the Chairperson, explanation of some material part of a previous speech, in the same debate, may be given by a member who has already spoken, but new matters may not be introduced.

7 Motions and Amendments

Requirement for a Secunder

7.1

All motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the Chairperson shall state the matter raised and propose it for discussion.

Withdrawal of Motions and Amendments

7.2

Once motions or amendments have been seconded and put to the meeting by the Chairperson they cannot be withdrawn without the consent of the majority of the members present and voting. A motion to which an amendment has been moved and seconded cannot be withdrawn until the amendment is withdrawn or lost.

Substituted Motion by Amendment

7.3

The meeting may allow a motion, which is subject to an amendment, to be withdrawn and replaced by the amendment as the substituted motion, provided the mover and seconder of the original motion agree to the withdrawal of the original motion. In such circumstances, members who have spoken to the original motion may speak again to the substituted motion.

Motions in Writing

7.4

The Chairperson may require movers of motions or amendments to provide them in writing signed by the mover.

Motions Expressed in Parts

7.5

The Chairperson or any member may require a motion expressed in parts to be decided part by part.

Alteration Once Moved

7.6

When a motion has been moved and seconded, then proposed by the Chairperson for discussion, an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion. The mover or seconder of a motion for the adoption of the report of a Committee who desires to amend any item in the report may also propose or second an amendment.

Standing Orders

Amendments and Motions not Seconded

7.7

Amendments and motions which are proposed but not seconded, are not in order and are not entered in the minutes.

Further Amendments

7.8

No further amendment shall be allowed until the first amendment is disposed of, although members may give notice to the Chairperson of their intention to move further amendments and the tenor of their content.

Where Amendment Lost

7.9

Where an amendment is lost, another may be moved and seconded by any members who have not spoken to the motion, whether an original motion or substituted motion. Movers of previous amendments which were lost are regarded as having spoken to the motion only and are entitled to speak to the new amendment, but are not entitled to move or second the new amendment.

Where Amendment Carried

7.10

Where an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers or seconders in the debate, may then propose a further amendment.

Amendments Relevant

7.11

Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment, which has been lost.

Direct Negatives Not Allowed

7.12

No amendment, which amounts to a direct negative, is to be allowed which, if carried, would have the same effect as negating the motion.

Procedure Until Resolution

7.13

The procedures in Standing Orders 7.6 and 7.8 shall be repeated until a resolution is adopted.

Standing Orders

Flow Chart of Motions and Amendments

7.14

A flow chart illustrating the process regarding motions and amendments is included in these Standing Orders as Appendix A.

Revocation or Alteration of Resolutions

7.15

A notice of motion for the revocation or alteration of all or part of a previous resolution of the Funding Board is to be given to the Advisory Officer by the member intending to move such a motion.

- (a) Such notice is to set out:
 - (i) the resolution or part thereof which it is proposed to revoke or alter;
 - (ii) the meeting date when it was passed; and
 - (iii) the motion, if any, that is intended to be moved in substitution thereof.
- (b) Such notice is to be given to the Advisory Officer at least 5 clear working days before the meeting at which it is proposed to consider such a motion and is to be signed by not less than one third of the members of the Funding Board, including vacancies.
- (c) The Advisory Officer shall then give members at least 2 clear working days notice in writing of the intended motion and of the meeting at which it is proposed to move such.

Restriction on Action to be Taken on Previous Resolution

7.16

Where a notice of motion has been given in terms of rule 7.15 no action which is irreversible shall be taken under the resolution which is proposed for revocation or alteration until the proposed notice of motion has been dealt with by the Funding Board, provided that if, in the opinion of the Chairperson:

- (a) the practical effect of the delay would be equivalent to a revocation of the resolution, or if;
- (b) by reason of repetitive notices the effect of the notice is an attempt by a minority to frustrate the will of the Funding Board;

then, in either case, action may be taken as though no such notice to the Advisory Officer had been given or signed.

Standing Orders

**Revocation or
Alteration of Resolution
at Same Meeting**

7.17

If, during the course of a meeting of the Funding Board, fresh facts or information are received concerning a matter already resolved at the meeting, the previous resolution may be revoked or altered by the consent of 75% of the members then present and voting.

**Funding Board May
Revoke or alter Any
Previous Resolution**

7.18

A Funding Board meeting may, on a recommendation contained in a report by the Chairperson or Advisory Officer, or the report of any Committee, revoke or alter all or part of resolutions previously passed at meetings. At least two clear working days notice of any meeting to consider such a proposal shall be given to members, accompanied by details of the proposal to be considered.

Restating the Motion

7.19

The Chairperson may, immediately prior to any division or vote being taken, request the Advisory Officer to restate the motion upon which the division is to be taken.

**No Speakers After
Reply or Question Put**

7.20

Members shall not speak on any motion once the mover has commenced replying or where the Chairperson has commenced putting the question.

**Reflections on
Resolutions**

7.21

In speaking in any debate, no member shall unduly criticise the validity of any resolution of the Funding Board except by a notice of motion to amend or revoke the same.

8 Notices of Motion

Standing Orders

Notices of Motion to be in Writing 8.1

- (a) Any member wishing to raise a matter for debate within the jurisdiction of the Funding Board covered by delegated powers of Committees, may do so by notice of motion.
- (b) A notice of motion shall be in writing signed by the member proposing to move it, stating the meeting at which it is proposed that the notice of motion be considered, and shall be delivered to the Advisory Officer at least 5 clear working days before such meeting.
- (c) Subject to 8.2 the Advisory Officer shall, on receipt of the notice of motion in accordance with paragraph (b) of this order, include it in the order paper for the specified meeting.

Refusal of Notice of Motion 8.2

The Chairperson may direct the Advisory Officer to refuse to accept any notice of motion which:

- (a) is disrespectful or which contains offensive language or statements made with malice; or
- (b) is not related to the role or functions of the Funding Board; or
- (c) contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the Advisory Officer may make; or
- (d) is concerned with matters, which are already subject of reports or recommendations from a Committee to the meeting concerned.

Mover of Notice of Motion 8.3

Notices of motion shall not proceed in the absence of the mover, unless moved by another member authorised in writing by the mover to do so.

Alteration of Notice of Motion 8.4

Only the mover, with the consent of the meeting, may alter a notice of motion. No member other than the mover of the notice of motion can move an amended motion.

When Notices of Motion Lapse 8.5

Notices of motion not moved on being called for by the Chairperson shall lapse.

Referral of Notices of Motion to Committees

8.6

Any notice of motion referring to any matter ordinarily dealt with by a Committee of the Funding Board may be referred to that Committee by the Advisory Officer.

9 Repeat Notices of Motion

First Repeat Where Notice of Motion Rejected

9.1

When a motion which is the subject of a notice of motion has been considered and rejected by the Funding Board, no similar notice of motion which, in the opinion of the Chairperson, is substantially the same in purport and effect shall be accepted within the next six months unless signed by not less than one third of all members, including vacancies.

Second Repeat Where Notice of Motion Rejected

9.2

If such a repeat notice of motion as provided for in rule 9.1 is also rejected by the Funding Board, any further notice prior to the expiration of the original period of six months needs to be signed by a majority of all members, including vacancies.

No Repeats Where Notice of Motion Agreed

9.3

Where a notice of motion has been considered and agreed by the Funding Board, no notice of any other motion, which is, in the opinion of the Chairperson, to the same effect may be put again whilst such original motion stands.

10 Procedural Motions to Terminate or Adjourn Debate

Standing Orders

Members May Move Procedural Motions to Terminate or Adjourn Debate

10.1

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to terminate or adjourn debate, but not so as to interrupt a member speaking:

- (a) **Adjournment of Meeting** - That the meeting be adjourned to the next ordinary meeting, unless an alternative time and place is stated; or
- (b) **Adjournment of Business** - That the item of business being discussed be adjourned to a time and place to be stated; or
- (c) **Closure** - That the motion under debate be now put (a "closure motion"); or
- (d) **Next Business** - That the meeting move directly to the next business, superseding the item under discussion; or
- (e) **Deferment of Business** - That the item of business being discussed does lie on the table, and not be further discussed at that meeting; or
- (f) **Refer to Committee** - That the item of business being discussed be referred (or referred back) to the relevant Committee of the Funding Board.

Chairperson May Accept Closure Motions

10.2

The Chairperson may accept a closure motion if there have been not fewer than two speakers for and two speakers against the motion, or, if there are no such speakers, in the Chairperson's opinion, it is reasonable to do so.

Procedural Motions to Terminate or Adjourn Debate to Take Precedence

10.3

Procedural motions to terminate or adjourn debate take precedence over other business, other than points of order, and will, if seconded, be put to the vote immediately without discussion or debate.

Voting on Procedural Motions to Terminate or Adjourn Debate

10.4

All procedural motions to terminate or adjourn debate shall be determined by a majority of those members present and voting. If lost, a further procedural motion to terminate or adjourn debate may not be moved by any member within the next 15 minutes.

Closure Motion to be Put if No Further Speaker

10.5

Notwithstanding Standing Order 10.4, a closure motion shall be put if there is no further speaker in the debate.

Standing Orders

Closure Motion on Amendment	10.6	When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.
Right of Reply Following Closure	10.7	If a closure motion is carried, the mover of the motion then under debate is entitled to the right of reply, and the motion or amendment under debate is then to be put.
Debate on Items Previously Adjourned	10.8	The debate on adjourned items of business is to be resumed with the mover of such adjournment being entitled to speak first in the debate. Members who have already spoken in the debate may not speak again.
Adjourned Items Taken First	10.9	Adjourned items of business are to be taken first at the subsequent meeting in the class of business to which they belong.
Other Business Not Superseded	10.10	The carrying of any motion to adjourn a meeting will not supersede other business before the meeting remaining to be disposed of, and such other business is to be considered at the next meeting to which they have been adjourned under the item "Adjourned Business".
Referral or Referred Back to Committee	10.11	Business referred, or referred back, to a specified Committee is to be considered at the next ordinary meeting of that Committee, unless otherwise specified.
Table of Procedural Motions	10.12	A table of procedural motions is included in these Standing Orders as Appendix B.

Standing Orders

11 Points of Order

Members Rising to Points of Order	11.1 Any member may rise to speak to a point of order upon any breach of these Standing Orders and the member previously speaking is to be seated and stop, speaking.
Stating Subject Matter of Point of Order	11.2 The member rising is to state without explanation precisely the subject matter of the point of order.
Points of Order During Division	11.3 No point of order shall be raised during a division except by the permission of the Chairperson.
Types of Points of Order	11.4 The following are recognized as substance for points of order: (a) where disorder is drawn to the attention of the Chairperson; or (b) use of disrespectful, offensive or malicious language; or (c) discussion of a question not before the Funding Board; or (d) misrepresentation of any statement made by a member or by an officer or employee of the Funding Board; or (e) the breach of any standing order; or (f) request that words objected to be recorded in the minutes.
Contradiction Not Point of Order	11.5 Rising to express a difference of opinion or to contradict a statement of a previous speaker does not constitute a point of order.

Standing Orders

Decision of Chairperson Final

11.6

The Chairperson may decide on any point of order immediately after it has been raised by any member, or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order is not open to any discussion and shall be final.

12 Voting

Decisions to be Decided by Majority Votes

12.1

The acts of the Funding Board must be done, and the question before the Funding Board must be decided, at a meeting by:

- a) vote; and
- b) the majority of members that are present and voting.

Chairperson Has Casting Vote

12.2

The Chairperson at any meeting has a deliberative vote and, in case of equality of votes, has a casting vote.

Refer to Schedule 4 Paragraph 8 (4) of the Act

“The person presiding at a meeting of the Funding Board has a deliberative vote and, if the votes are equal, also has a casting vote.”

Equality of Vote

12.3

In any case, where there is an equality of votes (and the Chairperson at the meeting does not exercise the casting vote conferred under clause 12.2) the question is defeated and the status quo is preserved.

Open Voting

12.4

An act or question coming before the Funding Board must be done or decided by open voting.

Refer to Schedule 4 Paragraph 8 (3) of the Act

“The Funding Board must decide every question before it in open voting by a majority of the votes recorded on it.”

Standing Orders

Members May Not Abstain

12.5

At any meeting all members present shall, unless disabled by law from so doing, vote upon the question before the meeting.

Method of Voting

12.6

The method of voting shall be as follows:

- (a) The Chairperson in putting the motion shall call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the Chairperson, shall be conclusive unless such announcement is questioned immediately by any member, in which event the Chairperson shall call a division.
- (b) The Chairperson or any member may call for a division instead of or after receiving opinion on the voices and taking a show of hands.

Division

12.7

When a division is called, the Advisory Officer shall take down the names of the members voting for and against the motion and hand the list to the Chairperson who shall declare the result.

Second Division

12.8

The Chairperson may call a second division where there is confusion or error in the original division, unless the same can be otherwise corrected.

Pecuniary Interest

12.9

No members shall vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have any pecuniary interest as defined in law, other than an interest in common with the public.

Declaration of Pecuniary Interest

12.10

Every member present when any matter is raised on which they directly or indirectly have a pecuniary interest, apart from any interest in common with the public, is under a duty to fully declare any such interest to the meeting. This disclosure and the subsequent abstention of such member from both discussion and voting on the item are to be recorded in the minutes.

Standing Orders

Action Following Declaration of a Pecuniary Interest **12.11**

Members who have declared a pecuniary interest in matters to be discussed under Standing Order 12.9 must leave the table and should consider leaving the meeting room for the full duration of discussion on such matters.

Recording Vote Against **12.12**

In any case where a presiding member has called for an expression of opinion on a motion and announced the result, any member shall be entitled to request that their vote against the motion recorded.

13 Qualified Privilege

Qualified Privilege Relating to Agenda and Minutes **13.1**

Where a meeting of any Funding Board is open to the public during the proceedings or any part thereof, and a member of the public is supplied with a copy of the agenda or order paper for the meeting or any part of the minutes of that meeting are provided, the publication of any defamatory matter included in the agenda or order paper or in the minutes shall be privileged unless the publication is proved to be made with ill will or taking advantage of the publication.

Qualified Privilege Relating to Oral Statements **13.2**

Any oral statement made at any meeting of a Funding Board in accordance with the Standing Orders that have been adopted by that Funding Board for the guidance and order of its proceedings shall be privileged, unless the statement is proved to be made with ill will or taking advantage of the publication.

Qualified Privilege Additional to Any Other Provisions **13.3**

The privilege conferred by Standing Order 13.2 is in addition to, and not in substitution for, or derogation of any other privilege, whether absolute or qualified, that applies, by virtue of any other enactment or rule of law, to the proceedings of any Funding Board.

14 Maintenance of Public Order at Meetings

Standing Orders

**Chairperson May
Require Members of the
Public to Leave Meeting**

14.1

The Chairperson presiding at any meeting of the Funding Board may require any member of the public to leave the meeting if it is believed on reasonable grounds that the behaviour of any member of the public is likely to prejudice the orderly conduct of the meeting if that person is permitted to remain.

**Removal of Members of
Public**

14.2

If any member of the public who is required in accordance with Standing Order 14.1 to leave a meeting refuses or fails to leave the meeting or, having left the meeting, attempts to re-enter the meeting without the permission of the Chairperson, any Police Officer or employee of the Funding Board may, at the request of the Chairperson, remove or exclude that member of the public from the meeting.

15 Minutes of Proceedings

**Minutes to be Evidence
of Proceedings**

15.1

The Funding Board must keep minutes of its proceedings. Minutes of proceedings duly entered and authenticated as prescribed by a Funding Board are prima facie evidence of those proceedings.

Keeping of Minutes

15.2

The Advisory Officer or his/her designated representative shall keep the minutes of meetings. The minutes shall record the date, time and venue of the meeting; the names of those members and Officers present; identification of the Chairperson; apologies tendered; arrival and departure times; any failure of a quorum; a list of speakers under public forum and the topics they cover; a list of items considered; resolutions pertaining to those items; any objections to words used; all divisions taken; names of any members voting against a motion if requested; declarations of pecuniary interest; contempt, censure and removal of any members; resolutions to exclude members of the public; and the time that the meeting concludes or adjourns

Approval of Minutes

15.3

The minutes and proceedings of every meeting shall be circulated to members and considered at the next meeting succeeding, and, if approved by that meeting, or when amended as directed by that meeting, shall be signed by the Chairperson of such succeeding meeting.

Standing Orders

No Discussion on Minutes

15.4

No discussion shall arise on the substance of minutes at the succeeding meeting, except as to their correctness.

16 Minute Books

Inspection of Minute Books 16.1

The minute books of the Funding Board shall be kept by the Advisory Officer and be open to inspection in accordance with the Local Government Official Information and Meetings Act 1987.

Schedule 4 s.8 of the Act

Part 7 of the Local Government Official Information and Meetings Act 1987 applies to the funding board as if it were a local authority subject to that part.

Refer to S.51 of the Local Government Official Information and Meetings Act 1987

“Right of public to inspect or receive copies of minutes of meeting”

Minutes of Last Meeting Before Appointment of Board members 16.2

The Chairperson and the Advisory Officer shall be responsible for confirming the correctness of the minutes of the last meeting of the Funding Board prior to the next appointment of members.

17 Deputations and Presentations

Deputations Where Heard 17.1

Deputations may be received by the Funding Board or any of its Committees provided an application for admission setting forth the subject has been lodged with the Advisory Officer at least five clear working days before the date of the meeting concerned and has been subsequently approved by the Chairperson. The Chairperson may refuse requests for deputations, which are repetitious or offensive.

Standing Orders

Urgency or Major Public Interest 17.2

Notwithstanding Standing Order 17.1, where in the opinion of the Chairperson the matter which is the subject of a deputation is one of urgency or major public interest, the Chairperson may determine that the deputation be received by the Funding Board .

Deputations and Presentations in English or Maori 17.3

A deputation or presentation to the Funding Board or any of its Committees may be made in English or Maori. Prior arrangement with the Chairperson should be sought at least two working days before the meeting if the address is not in English. The Chairperson may order that any speech or document presented be translated and/or printed in another language.

Procedures for Deputations 17.4

Except with the approval of the Funding Board or Committee, not more than two members of a deputation may address the meeting. After a presentation is received members may put to the deputation any question pertinent to the subject heard, but no member shall express an opinion upon or discuss the subject until the deputation has completed making its submissions and answering questions.

Termination of Presentation if Disrespectful 17.5

The Chairperson may terminate a presentation in progress which is disrespectful or offensive, or where the Chairperson has reason to believe that statements have been made with malice.

Time Limit on Presentation 17.6

Unless the meeting determines otherwise in any particular case, a limit of 10 minutes is placed on a speaker making a presentation, or five minutes each if there are two members of the deputation addressing the meeting.

18 Questions

Standing Orders

Questions to Advisory Officer During Debate

18.1

In the course of any debate at any Funding Board meeting, any member may, at the Chairperson's discretion, ask any question of the Advisory Officer on any matter under debate. Such questions are to be directed through the chair.

Question Time at Meeting

18.2

Any member of the Funding Board may at any ordinary meeting of the Funding Board at the appointed time, put a question to the Chairperson of the Funding Board, or through the Chairperson of any Committee, or to the Advisory Officer of the Funding Board concerning any matter relevant to the role or functions of the Funding Board concerning any matter that does not appear on the order paper, nor arises from any Committee report or recommendation submitted to that meeting.

Members to Try and Obtain Information Beforehand

18.3

Before putting a question, a member shall, in the first instance, endeavour to obtain the relevant information from the Chairperson, Advisory Officer or the Chairperson of the Committee concerned. In the event of the information sought not being forthcoming, or the member not being satisfied with the answer, the member then has the right to raise the matter by way of a question at an ordinary meeting of the Funding Board, provided that the Chairperson may refer a question to an appropriate Committee or the Advisory Officer.

Questions to be in Writing

18.4

Such questions shall be in writing and handed to the Chairperson prior to the commencement of the meeting at which they are to be asked.

Questions May be Deferred

18.5

If an answer to the question cannot be given at that meeting it shall, at the discretion of the Chairperson, be placed on the order paper for the next Funding Board meeting.

Questions to be Concise

18.6

Questions and answers shall be submitted as briefly and concisely as possible. No discussion shall be allowed upon any question or upon the answer.

19 Obligation to Provide Members with Information

Advisory Officer to Decide on Supply of Information

19.1

The Advisory Officer shall supply public excluded information, required by members in the performance of their particular duties as members, to them. Where the Advisory Officer is uncertain that public excluded information should be supplied in any particular case, the matter shall be referred to the Chairperson for direction.

Information to be Used Properly

19.2

No information obtained by any member, including pursuant to Standing Order 19.1, shall be used for any purpose other than for the proper discharge of duties as a member.

Reporting of Information Misuse

19.3

Where the Chairperson of the Funding Board has reasonable grounds for believing that public excluded information provided to any member has been misused, the Chairperson may report this and any proposed action to the Funding Board.

Rights of Members to Request and Use Information

19.4

The requirements of 19.1, 2 & 3 are in addition to the rights of members to make separate and individual requests for information in terms of the Local Government Official Information and Meetings Act 1987. Such requests for information may include requests for information that had previously been supplied to that member as public excluded information to be released as publicly available information. Where such information is made available to that member as publicly available information, the member has the right to use such information in the same way as if that member were a member of the public.

20 Inspection of Financial Records

Standing Orders

20.1

Unless otherwise directed by resolution of the Funding Board, the accounts submitted to any Funding Board meeting for approval shall be able to be inspected by any members and any members may request a copy.

21 Expenditure

Expenditure Not Provided For

21.1

No committee, member or officer of the Funding Board shall authorise the expenditure of any amount, unless provision for such expenditure is included in the annual Funding Plan or is resolved by the Funding Board to be met by way of transfer within the estimates.

Advisory officer to Report on Likely Excess Expenditure

21.2

It shall be the duty of the Advisory Officer to report to the Funding Board when it appears likely that any amount authorised to be expended is likely to be exceeded.

Quarterly Statements of Receipts and Payments

21.3

The Advisory Officer shall, at least, at three monthly intervals submit to the relevant Committee a summary of receipts and expenditure of the Funding Board. Such statement shall show the amounts in comparison to the estimate set in the Annual Plan.

Advisory Officer to Report on Investments

21.4

It shall be the duty of the Advisory Officer to report to each ordinary meeting of the relevant Committee the balance of all Investment Accounts, whether General or Special, and the basis of investment of such funds, which shall be in accordance with any Funding Board policy in that regard.

22 Use of Common Seal

Custody of Common Seal

22.1

The Advisory Officer shall hold the common seal of the corporation, and shall be responsible for the custody and use of same.

Affixing of Seal

22.2

The seal shall not be affixed to any document unless by resolution of the Funding Board, however, that the seal may also be affixed:

- (a) where the document is a matter of routine (such as withdrawal of caveat, caveators consent, warrant to defend, completion certificate, memorandum of priority, consent to assignment, or bond for subdivision contribution); or
- (b) where the document has resulted from a specific decision of Funding Board recorded by resolution, and the terms, condition and effect of the document is in accordance with that Funding Board decision.

Who is to Attest at Fixing of Seal

22.3

The affixing of the seal on each occasion shall be attested as soon as practicable by any two of the following:

The Chairperson or Deputy Chairperson;

The Advisory Officer.

Certificate That a Document is in Order

22.4

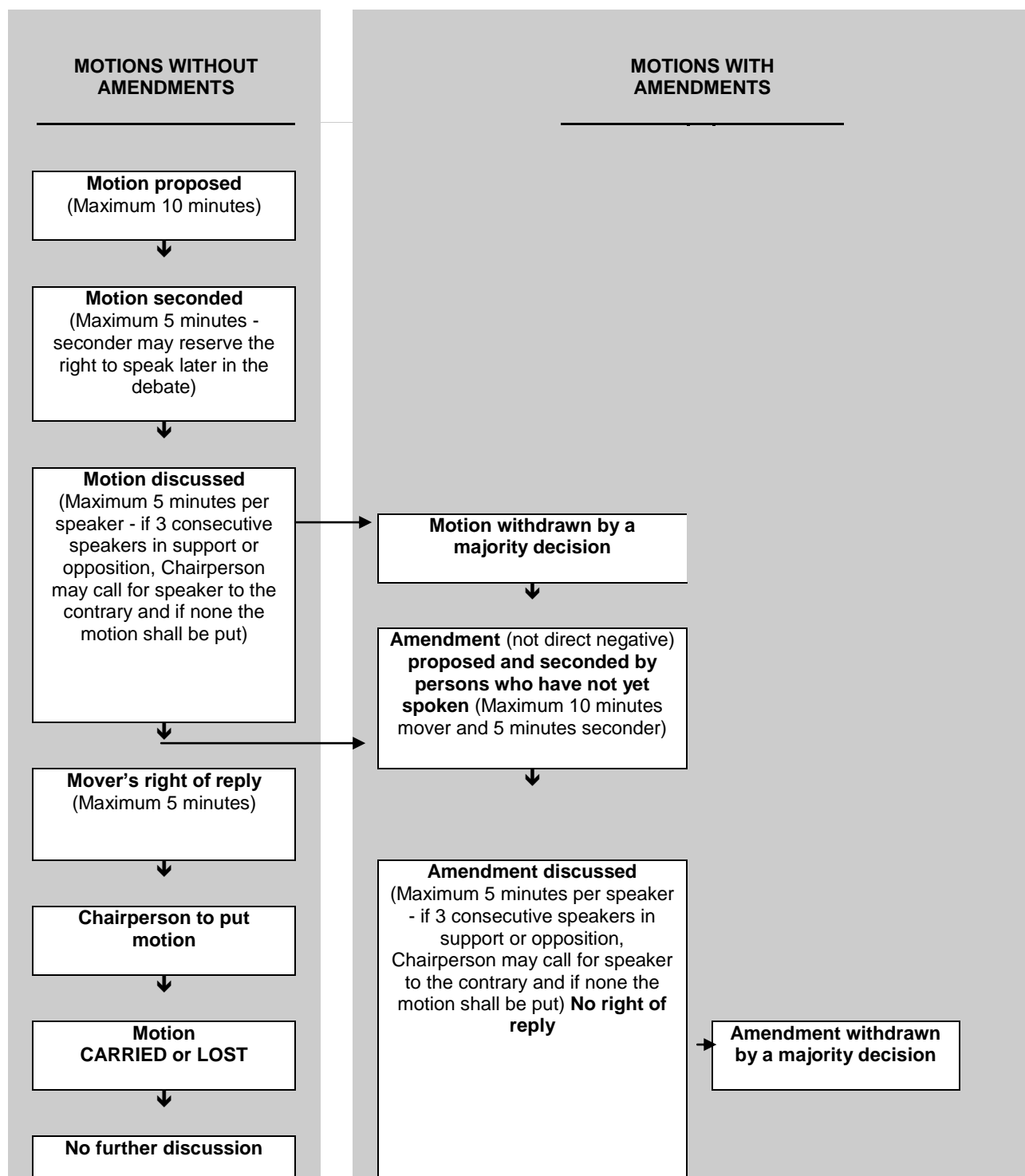
A Certificate, that any document is in order for sealing, must be submitted by the Advisory Officer who has been involved with its preparation and that certificate will be taken as conclusive proof to that effect, so as to enable those authorised by the Funding Board to affix their signatures to the document to do so. A member or officer named in Standing Order 22.3 who gives such a certificate may not then subsequently attest affixing of the common seal.

Permanent Register Book

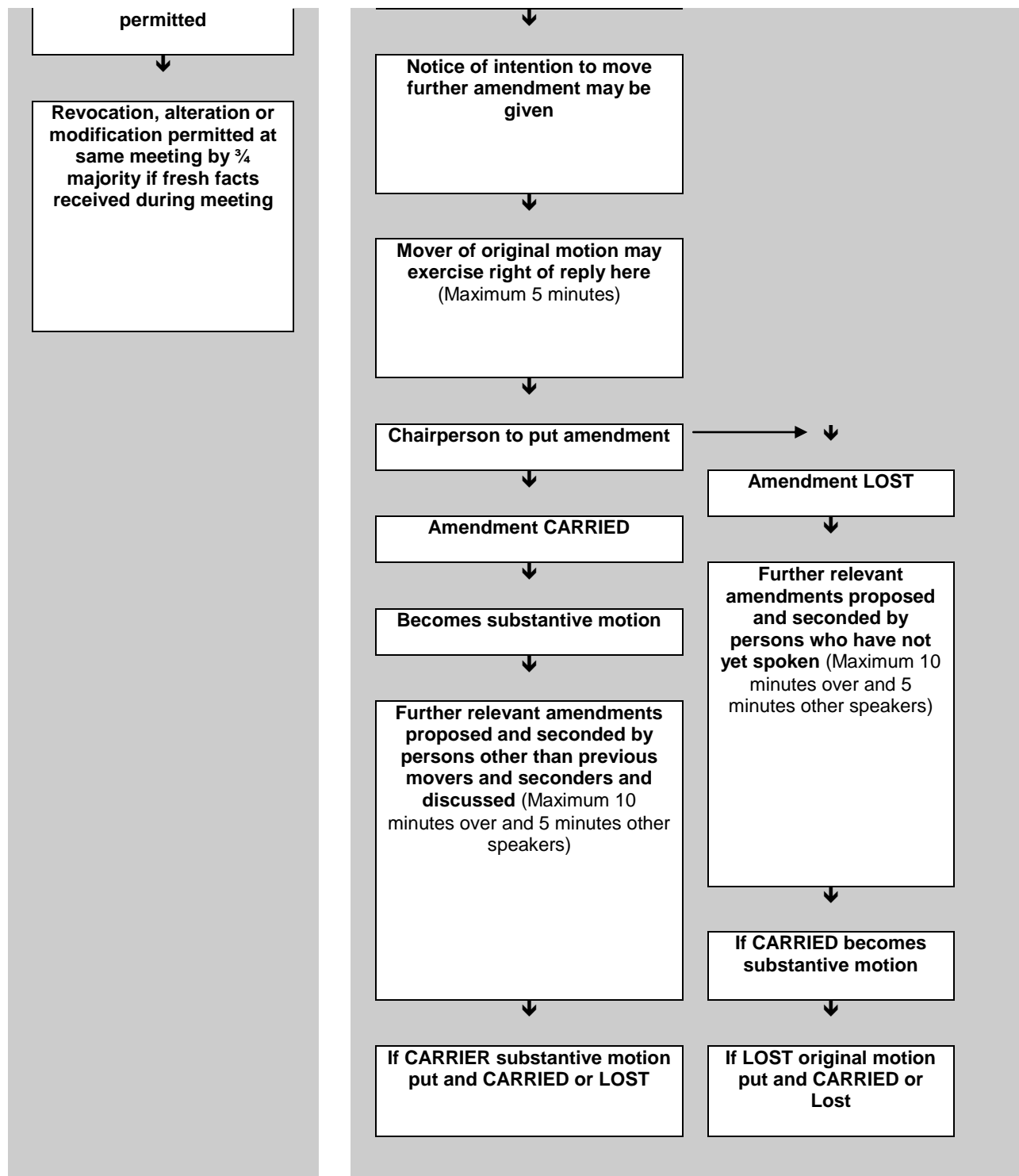
22.5

A permanent Register Book shall be maintained by the Advisory Officer recording all documents to which the seal shall be so affixed by resolution of the Funding Board and a schedule detailing the particulars of such documents in their consecutive order shall be submitted by the Advisory Officer to the Ordinary meeting of the Funding Board next occurring after such date of execution thereof.

APPENDIX A MOTIONS AND AMENDMENTS



Standing Orders



Standing Orders

APPENDIX B TABLE OF PROCEDURAL MOTIONS

(See Standing Orders 10.1 to 10.12 and 11.1 to 11.6)

Motion	Has the Chair discretion to refuse this motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair.	Position if a procedural motion is already before the Chair.	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place."	No	Yes	No	As to time and date only.	No	No	No	Yes - 15 Minutes.	If carried, debate on the original motion and amendment are adjourned.	If carried, debate on the original motion and procedural motion are adjourned.	On resumption of debate, the mover of the adjournment speaks first. Members who have already spoken in the debate may not speak again.
(b) "That the item of business being discussed be adjourned to a stated time and place."	No	Yes	No	As to time and date only.	No	No	No	Yes - 15 Minutes.	If carried, debate on the original motion and amendment are adjourned.	If carried, debate on the original motion and procedural motion are adjourned.	

Standing Orders

Motion	Has the Chair discretion to refuse this motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair.	Position if a procedural motion is already before the Chair.	Remarks
(c) "That the motion under debate be now put (closure motion)."	No	Yes	No	No	No	No	No	Yes - 15 Minutes.	If carried, only the amendment is put.	If carried, only the procedural motion is put.	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put.
(d) "That the meeting move directly to the next business, superseding the item under discussion."	No	Yes	No	No	No	No	No	Yes - 15 Minutes.	If carried, debate on the original motion and amendment are adjourned.	If carried, debate on the original motion and procedural motion are adjourned.	
(e) "That the item of business being discussed does lie on the table and not be further discussed at this meeting."	No	Yes	No	No	No	No	No	Yes - 15 Minutes.	If carried, the original motion and amendment are both laid on the table.	Motion not in order.	
(f) "That the item of business being discussed be referred to the relevant Committee."	No	Yes	No	As to Committee, time for reporting back etc only.	No	No	No	Yes - 15 Minutes.	If carried, the original motion and all amendments are referred to the Committee.	If carried the procedural motion is deemed disposed of.	

Standing Orders

Motion	Has the Chair discretion to refuse this motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair.	Position if a procedural motion is already before the Chair.	Remarks
(g) "Points of order."	No - but may rule against.	No	Yes- at discretion of Chairperson.	No	No	Yes	Yes	No	Point of order takes precedence.	Point of order takes precedence.	See Standing Orders 11.1 to 11.6.

APPENDIX C POWERS OF THE CHAIRPERSON

This Standing Order is intended to separately set out the Chairperson's powers, which are contained in various parts of the Standing Orders.

The provisions in these Standing Orders are authoritative. The relevant Standing Orders are referred to in brackets.

C1 Chairperson to Decide All Questions

The Chairperson is to decide all questions where these Standing Orders make no provision or insufficient provision. The Chairperson's ruling is final and not open to debate.

C2 Chairperson to Decide Points of Order

The Chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the Chairperson.

C3 Minor Items Not on the Agenda May be Discussed

Minor items not on the agenda may be dealt with at that meeting if so resolved by the Funding Board and the Chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting. No resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting of the Funding Board for further discussion.

C4 Chairperson's Report

The Chairperson, by report, has the right to direct the attention of the Funding Board or duly appointed Committee to any matter or subject within the role or function of the Funding Board.

C5 Chairperson's Voting

The Chairperson at any meeting has a deliberative vote and, in the case of equality of votes, also has a casting vote.

Standing Orders

C6 Motion in Writing

The Chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

C7 Motion in Parts

The Chairperson may require any motion expressed in parts to be decided part by part.

C8 Notice of Motion

The Chairperson may direct the Advisory Officer to refuse to accept any notice of motion which:

- (a) Is disrespectful; or
- (b) Contains offensive language or statements made with malice; or
- (c) Is not within the scope of the role or functions of the Local Authority; or
- (d) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution; and the mover has declined to comply with such requirements as the Advisory Officer may have made; or
- (e) Is concerned with matters which are already the subject of reports or recommendations from a Committee to the meeting concerned.

Where a notice of motion has been considered and agreed by the Funding Board, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect may be put again whilst such original motion stands.

C9 Action on Previous Resolutions

If in the opinion of the Chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, until the proposed notice of motion has been dealt with by the Funding Board, would be equivalent to revocation of the resolution, or if repetitive notices of motion are considered by the Chairperson to be an attempt by a minority to frustrate the will of the Funding Board, action may be taken as though no such notice had been given.

C10 Repeat notice of Motion

If in the opinion of the Chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the Local Authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the Local Authority, including vacancies.

Standing Orders

C11 Revocation or Alteration of Previous Resolution

A Chairperson may recommend in a report to the Funding Board the revocation or alteration of all or part of any resolution previously passed, and the Funding Board meeting may act on such recommendation.

C12 Chairperson May Call a Meeting

The Chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum if such business cannot be delayed until the next ordinary meeting;
- (b) May requisition a Extraordinary Meeting to be held at a specified time and place in order to conduct specified business;
- (c) Or the Advisory Officer may also call an Extraordinary Meeting to deal with matters that require a meeting to be held at shorter notice than can be given to enable a Extraordinary Meeting to be held.

C13 Irrelevant Matter and Tedious Repetition

The Chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matter or indulging in needless repetition is final and not open to challenge.

C14 Taking Down Words

The Chairperson may order words used and objected to by any member to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

C15 Reading of Speeches

The Chairperson may permit members who request permission to do so to read their speeches.

C16 Explanations

The Chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken to explain some material part of a previous speech in the same debate.

Standing Orders

C17 Chairperson Rising

Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the Chairperson may be heard without interruption.

C18 Members May Leave Places

The Chairperson may permit members to leave their place while speaking.

C19 Priority of Speakers

The Chairperson will determine the order in which members may speak when two or more members indicate their wish to speak.

(See Standing Order 1.4.)

C20 Minutes

The Chairperson is to sign the minutes and proceedings of every meeting once confirmed. The Chairperson and the Advisory Officer are responsible for confirming the correctness of the minutes of the last meeting of a Funding Board prior to the next election of members.

(See Standing Orders 15.1 and 16.2.)

C21 Questions of Speakers

The Chairperson may permit members to ask questions of speakers under public forum for the purpose of obtaining information or clarification on matters raised by the speaker.

C22 Withdrawal of Offensive or Malicious Expressions

(a) The Chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologize for the expression.

(See Standing Order 1.10.)

(b) Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.

C23 Chairperson's Rulings

Any member who refuses to accept a ruling of the Chairperson may be required by the Chairperson to withdraw from the meeting for a specified time.

Standing Orders

C24 Disorderly Behaviour

The Chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance to withdraw immediately from the meeting for a time specified by the Chairperson. (See Standing Orders 1.12 and 14.1.)
- (b) Ask the meeting to hold in contempt any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution shall be recorded in the minutes.

C25 Failure to Leave Meeting

If a member or member of the public who is required in accordance with a Chairperson's requirement to leave the meeting refuses or fails to do so, or having left the meeting attempts to re-enter without the permission of the Chairperson, any constable or employee of the Funding Board may, at the Chairperson's request, remove or exclude the member from the meeting.

APPENDIX D: Local Government Official Information and Meetings Act 1987 Part 7