

# Auckland Regional Amenities

## Funding Board

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

**Date:** Tuesday, 30 June 2020

**Time:** 10:00AM

**Venue:** Meeting Room 4  
Buddle Findlay  
Level 17  
PwC Tower  
188 Quay Street  
Auckland 1010

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## AUCKLAND REGIONAL AMENITIES FUNDING BOARD

### OPEN AGENDA

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#### Membership:

Chair	Ms	Anita	Killeen
Deputy Chair	Ms	Catherine	Harland
Members:	Ms	Paula	Browning
	Ms	Victoria	Carter
	Ms	Precious	Clark
	Ms	Lyn	Lim
	Ms	Megan	McSweeney
	Mr	Bryan	Mogridge
	Mr	Scott	Pearson
	Mr	Vern	Walsh

**Leigh Redshaw**  
**Advisory Officer**

Email: [arafb.info@gmail.com](mailto:arafb.info@gmail.com)

Mobile: +64 (0) 274 739 187

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ITEM	TABLE OF CONTENTS	PAGE
	2020 Schedule of Meetings <b>(Note for any changes)</b>	
1	Apologies	
2	Confirmation of Minutes	
3	Extraordinary Business	
4	Register of Members Interests	
5	Public Forum	
6	Reports from Amenities Board and/or Specified Amenities	
7	Notices of Motion	
8	Chair's Report	
9	Member Activities with Specified Amenities and Members Reports	
10	Advisory Officer's Report	
11	Financial Report to 23 June 2020	
12	Correspondence	
13	Appointment of Chair and Deputy Chair 2020-2021	
14	Draft Reserve Fund Policy	
15	COVID-19 Pandemic - Impacts	
16	Exclusion of Public: Local Government Official Information and Meetings Act 1987	
	Confidential Items	
C1	Advisory Officer Contract 2020-2021	
C2	Foundation North	
C3	Creative New Zealand	
C4	APO: NZO: SOP: SLSNR: Amenities Board: ATC: AAF: DPA: ARHT	
C5	COVID-19 Pandemic - Impacts	
<b>Attachments</b>		
4	Register of Members Interests	
11	Financial Report to 23 June 2020	
12	Correspondence	
13	Appointment of Chair and Deputy Chair 2020-2021	
14	Draft Reserve Fund Policy	
<b>Upcoming Meetings and Agenda Items</b>		
2 Sept	Workshop – receive presentations from amenities	

## AUCKLAND REGIONAL AMENITIES FUNDING BOARD

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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.

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#### 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.

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#### Staff / Advisory Officer

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

## **MEETING DATES 2020**

Based on the known work programme the following timetable of meetings is proposed for 2019, subject to change as the need arises:

Most meetings will commence at **10:00AM**, unless agreed otherwise.

	2020	Meeting / Workshop	Nature of Key Business
Tuesday	30 June 2020	Meeting	<ul style="list-style-type: none"> <li>• Funding Board business meeting</li> <li>• Appoint Chair / Dep Chair for 2020-2021 term</li> </ul>
Wednesday	2 Sept 2020 (all day)	Workshop	<ul style="list-style-type: none"> <li>• Funding Board receives Amenity presentations for 2021-2022</li> </ul>
Monday	21 Sep 2020		<ul style="list-style-type: none"> <li>• Closing date for 2021-2022 Funding Applications from Specified Amenities</li> </ul>
Wednesday	30 Sep 2020		<ul style="list-style-type: none"> <li>• 2020 Annual Reports and Financial Statements (audited for amenities with 30 June balance dates) due from all Specified Amenities</li> </ul>
Monday	5 Oct 2020 (all day)	Workshop	<ul style="list-style-type: none"> <li>• Funding Board considers 2021-2022 Funding Applications for first time</li> </ul>
Tuesday	20 Oct 2020 (all day)	Workshop	<ul style="list-style-type: none"> <li>• Amenities present their 2019-2020 Annual Results</li> </ul>
Wednesday	11 Nov 2020	Workshop & Meeting	<ul style="list-style-type: none"> <li>• Funding Board considers any further information supplied following meeting on 5 Oct 2020 (Workshop)</li> <li>• Funding Board makes provisional allocation of grants for 2021-2022 for inclusion in draft 2021-2022 Funding Plan (Meeting)</li> </ul>
	11 - 23 Nov 2020		<ul style="list-style-type: none"> <li>• Chair meets AKL Council reps to discuss proposed levy for 2021-2022</li> </ul>
Tuesday	24 Nov 2020	Meeting	<ul style="list-style-type: none"> <li>• Adopt ARAFB 2020 Annual Report</li> <li>• Confirm provisional allocation of grants for 2021-2022</li> <li>• Approve draft 2021-2022 Funding Plan for publication in January 2021</li> </ul>
Monday	11 Jan 2021		<ul style="list-style-type: none"> <li>• Publish draft 2021-2022 Funding Plan</li> </ul>

**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**

Apologies for leave were received from Bryan Mogridge.

**2. CONFIRMATION OF MINUTES**

The ordinary minutes of the meeting of the Auckland Regional Amenities Funding Board held on 28 April 2020 including the confidential section, 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 AND/OR SPECIFIED AMENITIES**

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

At the close of the agenda Matt Williams, Chair of the Amenities Board had requested to address the 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 she 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.

A register to record member activities will be circulated at the 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 not covered elsewhere in the agenda since the last meeting.

This is an information item only.

11. **FINANCIAL REPORT TO 30 JUNE 2020**

Providing the Funding Board with an overview of financial position of the Funding Board as at 30 June 2020, and any other matters of a financial nature.

**Recommendation**

That the Financial Reports to 30 June 2020 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. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR – 2020-2021**

Under the provisions of the Auckland Regional Amenities Funding Act the positions of Chair and Deputy Chair are to be appointed on an annual basis with effect from 1 July 2019.

The current Chair and Deputy Chair were appointed in 2019.

The Chair must be one of the members appointed to the Board by Auckland Council. The Deputy Chair can be appointed from any of the remaining members of the Board.

It is necessary for the Funding Board to appoint a Chair and Deputy Chair for the 2020-2021 year.

(ATTACHMENT 13)

**14. DRAFT RESERVE FUND POLICY**

At an earlier meeting of the Board, the Advisory Officer was requested to investigate developing a "Reserve Fund Policy" to assist guiding the Board on how to deal with retained earning held by the Board. A draft policy is attached for the Directors to consider.

**Recommendation**

That the draft Reserve Fund Policy be adopted by the Board.

(ATTACHMENT 14)

**15. COVID-19 PANDEMIC - IMPACTS**

If necessary, an opportunity for the Directors to discuss the impact of the COVID-19 pandemic and state of national emergency on the business operations of both the Funding Board and the Specified Amenities.

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

Leigh Redshaw  
Advisory Officer

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 ADVISORY OFFICER CONTRACT 2020-2021**

Reason for passing this resolution in relation to each matter:	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	<p>Section 7(2)(a)</p> <p>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)(h)</p> <p>Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</p> <p>Section 7(2)(i)</p> <p>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>	Public conduct of matter would be likely to result in disclosure of information for which good reason to withhold exists under section 7.

**C2 FOUNDATION NORTH**

Reason for passing this resolution in relation to each matter:	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	<p>Section 7(2)(b)(ii)</p> <p>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>	Public conduct of matter would be likely to result in disclosure of information for which good reason to withhold exists under section 7.

**C3 CREATIVE NEW ZEALAND**

Reason for passing this resolution in relation to each matter:	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	<p>Section 7(2)(b)(ii)</p> <p>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>	Public conduct of matter would be likely to result in disclosure of information for which good reason to withhold exists under section 7.

**C4 SPECIFIED AMENITIES - PRESENTATIONS TO BOARD**

Reason for passing this resolution in relation to each matter:	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
<p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</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>Public conduct of matter would be likely to result in disclosure of information for which good reason to withhold exists under section 7.</p>

**C5 COVID-19 PANDEMIC - IMPACTS**

Reason for passing this resolution in relation to each matter:	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
<p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</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>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 28 April 2020

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

Name of Member	Particulars of Interest
Vern Walsh	<ul style="list-style-type: none"> <li>• Director– Meeting and Governance Solutions Ltd – works with Auckland Council</li> <li>• Member Real Estate Authority</li> </ul> <p><b>Past Professional Appointments / Memberships</b></p> <ul style="list-style-type: none"> <li>• Auckland City Councillor, and Chair of Finance Committee</li> <li>• Director – The Edge</li> <li>• Board member - Auckland Zoo Board</li> <li>• Member - Auckland Zoological Society</li> <li>• Director – MOTAT Board</li> <li>• Ordinary member – Coastguard Northern Region</li> <li>• Friend of the Auckland Festival</li> </ul>
Victoria Carter	<ul style="list-style-type: none"> <li>• Director, New Zealand Transport Agency (NZTA)</li> <li>• Deputy Chair NZ Thoroughbred Racing</li> <li>• Director Camben Investments Ltd</li> <li>• Director Camben Farms Limited</li> <li>• Director Carter Bloodstock Ltd</li> <li>• Director Davies-Booth Assoc</li> <li>• President Northern Club</li> <li>• Patron Auckland Arts Festival</li> <li>• Mentor: University of Auckland Business School Icehouse programme</li> <li>• Fellow Institute of Directors</li> <li>• Member Asian Racing Federation</li> <li>• Member International Federation of Horse Racing</li> <li>• Director James Fletcher Management</li> </ul> <p><b>Past Professional Appointments</b></p> <ul style="list-style-type: none"> <li>• Director Tax Management NZ</li> <li>• Director CityHop Ltd</li> <li>• Chair Pacific Island Cultural Centre feasibility study</li> <li>• Former Chair Auckland Arts Festival (resigned 2015)</li> <li>• Director Turners Auctions</li> <li>• Director Best Start Educare, formerly Kidicorp Ltd</li> <li>• Director &amp; Acting Chair JUCY Group</li> <li>• Director Aotea Board of Management</li> <li>• Director Auckland Racing Club</li> <li>• Director Kindergarten NZ</li> <li>• President Auckland Kindergarten Assoc</li> <li>• Director Cassino Investments</li> <li>• Director VCB Investments</li> </ul>

	<ul style="list-style-type: none"> <li>• Councillor Auckland City Council, Past Chair of City Attractions</li> <li>• Director Auckland Philharmonia</li> <li>• Deputy Chair Tourism Auckland</li> <li>• Deputy Chair Trustee Auckland Energy Consumer Trust</li> <li>• Patron Silo Theatre</li> <li>• Former owner and Director Carter &amp; Partners No 11 High St</li> </ul>
<p>Catherine Harland  (Dep Chair)</p>	<ul style="list-style-type: none"> <li>• Co-Chair Sea Change Tai Timu Tai Pari Ministerial Advisory Committee</li> <li>• Chartered Fellow Institute of Directors</li> <li>• Independent Chair - Aircraft Noise Community Consultative Group</li> <li>• Director, McHar Investments Ltd</li> <li>• Director, Interface Partners Ltd</li> <li>• Trustee, One Tree Hill Jubilee Educational Trust</li> <li>• Justice of the Peace</li> </ul> <p>Past Professional Appointments:</p> <ul style="list-style-type: none"> <li>• Trustee and Past Chair: Auckland Observatory &amp; Planetarium Trust (Stardome Observatory)</li> <li>• Councillor, Auckland Regional Council</li> <li>• Councillor, Auckland City Council</li> <li>• Former Consultant, Martin Jenkins &amp; Associates Ltd</li> <li>• Director, Watercare Services Ltd</li> </ul>
<p>Anita Killeen  (Chair)</p>	<p><b>Current Professional Appointments and Interests</b></p> <ul style="list-style-type: none"> <li>• Barrister at Quay Chambers specialising in financial crime and fraud, civil and criminal litigation and governance and decision-making.</li> <li>• Chair, Auckland Regional Amenities Funding Board.</li> <li>• Adjudication and Mediation Panel Member, Independent Complaint and Review Authority.</li> <li>• Deputy Chair, Ngai Tai Ki Tamaki Commercial Board.</li> <li>• Director, Domain Name Commission Ltd.</li> <li>• Director of UNICEF New Zealand.</li> <li>• Director of SPCA Auckland.</li> <li>• Chair, The Pro Bono Panel of Prosecutors for the SPCA Auckland.</li> <li>• Trustee of the Ex-Vietnam Service Assn (Neville Wallace Memorial) Children's and Grandchildren's Trust.</li> <li>• Tribunal Member, Engineering New Zealand Disciplinary Tribunal.</li> <li>• Panel Member, Commission for Financial Capability Adjudication Panel.</li> <li>• Adjudicator, Independent Complaints Review Authority.</li> <li>• Mediation Panel Member, Financial Services Complaints Ltd.</li> <li>• Panel Member, New Zealand Law Society Litigation Skills Programme.</li> <li>• Panel Member, New Zealand Law Society Costs Assessor.</li> <li>• International Associate Member, American Bar Association Animal Law Committee.</li> <li>• New Zealand Member, International Association of Prosecutors.</li> <li>• External Moderator and Standards Assessor for the Institute of Professional Legal Studies.</li> <li>• Patron – Auckland Theatre Company.</li> <li>• Patron – Silo Theatre Auckland.</li> </ul>

	<p><b>Past Professional Appointments</b></p> <ul style="list-style-type: none"> <li>• Visiting Justice Northern Prisons.</li> <li>• Tribunal Member, New Zealand Legal Aid Tribunal.</li> <li>• Chair and National President, Fertility New Zealand.</li> <li>• Advisory Board Member of New Zealand Career College Member, Organised and Financial Crime New Zealand (OFCANZ) Policy Action Group.</li> <li>• Member, Chief Legal Advisors' Forum NZ.</li> <li>• Executive Committee member, Auckland District Law Society's Criminal Law Committee.</li> <li>• Executive Committee Member, Auckland Women Lawyers' Association.</li> </ul>
<p>Precious Clark</p>	<ul style="list-style-type: none"> <li>• Ngati Whatua o Orakei Trust Board, Director</li> <li>• Ngati Whatua Whai Rawa Ltd, Director</li> <li>• Maurea Consulting Ltd, Director</li> <li>• Auckland Museum Taumata a Iwi, Chair</li> </ul> <p><b>Past Professional Appointments</b></p> <ul style="list-style-type: none"> <li>• Director of Centre for Social Impact</li> <li>• Foundation North, Trustee</li> <li>• Member of the Independent Maori Statutory Board</li> </ul>
<p>Lyn Lim</p>	<ul style="list-style-type: none"> <li>• Asia New Zealand Foundation – Trustee</li> <li>• AUT – Council Member</li> <li>• Eva Fong Urology Ltd – Shareholder</li> <li>• FH Holdings Ltd – Director and Shareholder</li> <li>• Forest Administration Ltd – Director and Shareholder</li> <li>• Hartajaya Investments Ltd – Director and Shareholder</li> <li>• Kaya Investments Ltd – Director and Shareholder</li> <li>• General Capital Ltd – Director</li> <li>• Onesixone Medical Group Ltd – Shareholder</li> <li>• Chartered Member - Institute of Directors</li> <li>• Member: NZ Law Society</li> <li>• Director Restaurant Brands Ltd</li> <li>• Middlemore Foundation</li> </ul> <p><b>Past Professional Appointments:</b></p> <ul style="list-style-type: none"> <li>• ASB Community Trust Ltd – Director</li> <li>• Foundation North - Trustee</li> <li>• Foundation North Grants Ltd – Director</li> <li>• Director: Public Trust</li> <li>• Deputy Chair and Director: Centre for Social Impact NZ Ltd</li> <li>• Director: Durham Services Limited</li> <li>• Director - NZ Shareholders Association</li> <li>• Trustee NZ Chinese Youth Trust</li> <li>• Director - FH Shortland Ltd; FM International Ltd</li> <li>• Board member - ANZ Private Bank External Advisory Board</li> <li>• Council member - Auckland District Law Society</li> <li>• member - Auckland District Law Society committees – (various)</li> </ul>

	<ul style="list-style-type: none"> <li>• executive member - HKNZBA, NZCTA</li> <li>• Director: Seven Trust Ltd</li> <li>• Member: NZ Asian Leaders</li> <li>• Director: Renaissance Forex Limited</li> <li>• Director: Max Cai Trustee Ltd</li> <li>• FH Nominees Ltd – Director and Shareholder</li> </ul>
Megan McSweeney	<ul style="list-style-type: none"> <li>• CINZ (Conference's Incentives New Zealand), Board Member</li> <li>• Director of Business, External, Affairs, Tourism &amp; Sales   Auckland War Memorial Museum</li> </ul> <p><b>Former Memberships:</b></p> <ul style="list-style-type: none"> <li>• TIANZ (Tourism Industry Aotearoa), Board Member</li> </ul>
Bryan Mogridge	<ul style="list-style-type: none"> <li>• Director and Shareholder Clearspan Property Ltd</li> <li>• Director and Shareholder Mogridge and Associates Ltd</li> <li>• Trustee: The Energy Education Trust</li> <li>• Trustee: The Starship Foundation</li> <li>• Chair BUPA ANZ Ltd (Australia)</li> <li>• Director and Shareholder Adherium Ltd (ASX listed)</li> <li>• Director and Shareholder Thinextra Pty Ltd (Australia)</li> <li>• Trustee, Massey University Foundation</li> <li>• Director – Sea Dragon Ltd (NZX)</li> </ul>
Scott Pearson	<ul style="list-style-type: none"> <li>• Memberships</li> <li>• Institute of Directors - MInstD</li> <li>• Chartered Accountants Australia New Zealand – CA</li> <li>• CPA Australia – FCPA</li> <li>• Association of Certified Fraud Examiners – CFE</li> <li>• Trustee – Selwyn College</li> <li>• Commissioner – NZ Gambling Commission</li> <li>• Director/Shareholder</li> <li>• Repromed Auckland Limited, Deputy Chairman and shareholder</li> <li>• Mpro Consulting, Director and shareholder</li> </ul>
Paula Browning	<ul style="list-style-type: none"> <li>• Memberships</li> <li>• Chair - WeCreate Incorporated</li> <li>• Chartered Member - Institute of Directors</li> <li>• Former</li> <li>• Chair - Northern Regional Advisory Committee, NZ Community Trust</li> </ul>

## AUCKLAND REGIONAL AMENITIES FUNDING BOARD

### Memo

23 June 2020

To: Auckland Regional Amenities Funding Board Directors

From: Leigh Redshaw, Advisory Officer

Subject: Financial Report to 30 June 2020

**ATTACHMENT 11**

#### ARAFB - General

1. A copy of the Balance Sheet and Profit and Loss account to 30 June 2020 are attached. These statements have included known accruals to 30 June. Further end of year adjustments may be required.
2. Following the board meeting on 28 April 2020, the 2020-2021 Funding Plan was updated to reflect the decisions of the board regards the levy for 2020-2021. The plan was distributed to all recipients stated in the Act, as well as uploaded to the board's website.

#### ARAFB – End of Financial Year Processes

3. The annual reconciliation of honoraria payments has occurred, and full reimbursement to Auckland Council will occur no later than 30 June 2020.
4. The invoices for the 2020-2021 levy have been issued to Auckland Council, and the levy is due to be received in full on 1 July 2020. As previously agreed by the board, all grants will be distributed to the amenities on 13 July, the earliest date permitted under the legislation. The one-off ex-gratia payment to ARHT in 2020-2021 of \$150,000, approved at the boards meeting on 18 February 2020, will also be released to the Trust on 13 July.
5. All term deposits will mature by 30 June 2020. Once all outstanding invoices have been paid, any amounts remaining will be reinvested for a further term on 1 July 2020.
6. Preparations for the 2020 annual audit are well advanced.

#### Specified Amenity Quarterly Reports to 31 March 2020 and 30 June 2020

7. Quarterly reports to 31 March 2020 were due by 30 April. Not all organisations submitted reports. Those that were received have been collated and distributed to members in May 2020 under separate cover.
8. Quarterly reports to 30 June 2020 are due by 31 July 2020. These will be collated and distributed to directors in August 2020.

**Amenities Annual Reports to 31 December 2019 and 30 June 2020**

9. The ATC submitted its 2019 Annual Report and Audited Financial Statements on 18 June. This has been circulated to directors separately.
10. Letters were sent to all specified amenities in early June reminding them of the annual report and financial statement reporting requirements that must be completed by 30 September 2020.

**Amenities Board – Amending Legislation**

11. The matter of the amending legislation was due to be considered by Parliament in March 2020. Due to the COVID-19 / state of national emergency situation, work on progressing this through Parliament was suspended. A Parliamentary Alert received on 18 June indicated that the legislation was considered by the Committee of Whole House on 17 June. The matter will now move to the Third and final reading (date unknown).



<b>AUCKLAND REGIONAL AMENITIES FUNDING BOARD</b>			
<b>BALANCE SHEET</b>			
As At 30 June 2020			
	This Year		Last Year
<b>Assets</b>			
<b>Current Assets</b>			
Cash On Hand			
Cheque Account	\$550,387.60		\$506,289.26
Term Deposits			
Total Cash On Hand	\$550,387.60		\$506,289.26
<b>Total Current Assets</b>	<b>\$550,387.60</b>		<b>\$506,289.26</b>
<b>Fixed Assets</b>			
Total Office Equipment	\$0.00		\$0.00
<b>Total Fixed Assets</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Total Assets</b>	<b>\$550,387.60</b>		<b>\$506,289.26</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors	\$11.93		\$9,461.93
Sundry Creditors	\$1,662.90		\$1,221.39
GST			
GST Collected	\$528,425.07		\$477,425.07
GST Paid	(\$318,212.26)		(\$260,066.79)
GST Payments/Refunds	(\$243,246.23)		(\$221,137.04)
Total GST	(\$33,033.42)		(\$3,778.76)
<b>Total Current Liabilities</b>	<b>(\$31,370.52)</b>		<b>\$6,904.56</b>
<b>Total Liabilities</b>	<b>(\$31,370.52)</b>		<b>\$6,904.56</b>
<b>Net Assets</b>	<b>\$581,758.12</b>		<b>\$499,384.70</b>
<b>Equity</b>			
Retained Earnings	\$499,384.70		\$375,736.25
Current Year Earnings	\$82,361.49		\$123,649.30
<b>Total Equity</b>	<b>\$581,746.19</b>		<b>\$499,385.55</b>

<b>AUCKLAND REGIONAL AMENITIES FUNDING BOARD</b>			
<b>Profit &amp; Loss [With Last Year]</b>			
<b>July 2019 to June 2020</b>			
	<b>This Year</b>	<b>Last Year</b>	
<b>Income</b>			
Ley - Non GST Portion	\$15,164,500.00	\$14,287,000.00	
Ley - ARAFB Admin Fee GST	\$340,000.00	\$315,000.00	
<b>Total Income</b>	<b>\$15,504,500.00</b>	<b>\$14,602,000.00</b>	
<b>Gross Profit</b>	<b>\$15,504,500.00</b>	<b>\$14,602,000.00</b>	
<b>Expenses</b>			
Audit Fees	\$49.61	\$8,217.39	
Advertising	\$1,759.05	\$1,723.27	
Advisory Officer/Admin Charge	\$58,500.00	\$56,781.25	
Depreciation	\$0.00	\$36.16	
Dues & Subscriptions	\$2,091.88	\$2,248.43	
Grants to Amenities No GST	\$15,089,500.00	\$14,287,000.00	
Legal Fees	\$38,033.16	\$553.50	
Consultants	\$96,346.41	\$2,160.00	
Meeting Expenses	\$0.00	\$259.57	
Staff Amenities	\$0.00	\$65.22	
Honorariums	\$189,750.00	\$173,480.81	
Training	\$0.00	\$800.00	
Postage	\$182.61	\$0.00	
Travel	\$0.00	\$582.96	
Parking Charges	\$1,365.22	\$1,236.52	
Bank Fees	\$409.40	\$381.75	
<b>Total Expenses</b>	<b>\$15,477,987.34</b>	<b>\$14,535,526.83</b>	
<b>Operating Profit</b>	<b>\$26,512.66</b>	<b>\$66,473.17</b>	
<b>Other Income</b>			
Interest Income	\$55,848.83	\$57,176.13	
<b>Total Other Income</b>	<b>\$55,848.83</b>	<b>\$57,176.13</b>	
<b>Net Profit/(Loss)</b>	<b>\$82,361.49</b>	<b>\$123,649.30</b>	

## AUCKLAND REGIONAL AMENITIES FUNDING BOARD

### Memo

23 June 2020

To: Chair and Directors Auckland Regional Amenities Funding Board  
From: Leigh Redshaw, Advisory Officer

Subject: **Correspondence**

<b>Inwards</b>			
19 June	Email/Letter	Auckland Council	Confirmation of appointment of directors for 2020-2023
18 June	Email	Audit NZ	Communications regards impact of COVID-19 and details of additional information to be included in the 2020 Annual Reports
18 June	Email alert	Parliament	Update on progress of ARAFA Amendment Act – move to meeting of Committee of Whole – (one step before third reading)
<b>Outwards</b>			
28 April	Email/Letter	Auckland Council	Confirming levy fixed for 2020-2021
29 April	Email/Letter	All amenities	Confirming grant allocations for 2020-2021
Early June	Email/Letter	All amenities	Detailing end of year reporting requirements

Other correspondence has been administrative in nature, i.e. advice notices from the ASB Bank, IRD, invitations to workshops (e.g. Charities), placing adverts with the NZ Herald.

## AUCKLAND REGIONAL AMENITIES FUNDING BOARD

### Memo

22 April 2020

To: Chair and Directors Auckland Regional Amenities Funding Board  
From: Leigh Redshaw, Advisory Officer

**Subject: Appointment of Chair and Deputy Chair – 2020-2021**

1. The positions of Chair and Deputy Chair of the Funding Board are renewed on an annual basis.
2. Under the provisions of the Auckland Regional Amenities Funding Act, it is necessary for the members of the Funding Board to appoint one of the six Auckland Council appointed members to the position of Chair.
3. Any remaining board member can be appointed as Deputy Chair.
4. Appointments take effective from 1 July each year.
5. Ms Anita Killeen and Ms Catherine Harland were appointed as Chair and Deputy Chair respectively for the 2019-2020 term.
6. The current Chair and Deputy Chair can stand for re-appointment.
7. Ms Killen and Ms Harland have each signalled their availability for re-appointment to the same positions in 2020-2021.

## **AUCKLAND REGIONAL AMENITIES FUNDING BOARD**

### Memo

22 April 2020

To: Auckland Regional Amenities Funding Board Directors  
From: Leigh Redshaw, Advisory Officer

**Subject: Draft Reserve Fund Policy**

Following discussion by the board at its meeting on 18 February 2020, a Draft Reserve Fund Policy has been prepared for directors to consider.

The primary purpose of the policy is to provide guidance to the board on holding funds to cover un-budgeted expenditure items and how to deal with funds held in excess of the amount determined as appropriate as 'reserve funds'.

As the board's ability to generate income outside of the annual levy on Auckland Council is strictly limited, it is prudent that the board holds funds to cover unexpected items of expenditure.

The retention of retained earnings also allows the board to respond appropriately should opportunities arise throughout the financial year when current year budgets would be insufficient to fund these activities.

The Act provides for the board to set its own rules regards conducting its business where matters have not already been prescribed in the Act or other legislation that the board must comply with. The board has already agreed and adopted a number of other policies together with a delegation manual and standing orders.

The draft policy recommends holding a base amount as a reserve fund that can be reviewed / replenished on an annual basis and used as and when determined by the board, by resolution.

A mechanism for how to deal with funds held in excess of the base reserve fund amount is also included in the draft policy. This mechanism allows the board to 'return' excess funds to Auckland Council should it resolve to do so.

It is recommended that the Draft Reserve Fund Policy be adopted.

## **DRAFT RESERVE FUND POLICY – June 2020**

### **1. INTRODUCTION**

- 1.1 The Auckland Regional Amenities Funding Board (the "Board") commenced operation in February 2009.
- 1.2 The Board derives its income from two sources only:
- i. The annual levy imposed on Auckland Council
  - ii. Interest on bank deposits.
- 1.3 The annual levy includes an amount to cover all the administration costs of the Board.
- 1.4 The administration portion of the annual levy, plus interest received are generally sufficient to cover the annual operating costs of the Board.
- 1.5 As with any business, while the Board budgets to break-even each year surpluses do arise, as do unexpected items of expenditure.
- 1.6 Traditionally annual surpluses or deficits are accounted for through the retained earnings held. Retained earnings balances have fluctuated from \$198,000 to \$795,000.
- 1.7 Rather than amassing high levels of retained earnings, the Board has also used retained earnings to lower the annual levy request of Council, while distributing the full amount of grants allocated to each specified amenity. That has had the effect of maintaining a modest amount of retained earnings.

### **2. POLICY OBJECTIVE**

- 2.1 The objectives of this Policy are:
- 2.1.1 To provide a mechanism for the Board to set aside and hold funds to be used in the event of unbudgeted expenditure items arising; and
  - 2.1.2 To provide a mechanism for the Board to deal with funds held over, and above those set aside in 2.1.1 above.

### **3. FUND COMMENCEMENT**

- 3.1 The Board considered a proposal to adopt a special reserves policy at its meeting of XXXX, with a view to establishing a base amount to be held to cover situations contemplated in 2.1.1.
- 3.2 Retained earnings arise through annual revenue from all sources exceeding annual expenses. Annual surpluses are not always achieved.

3.3 The balance of retained earnings held at 30 June 2020 was \$XXXXXX.

**4. ANNUAL OR OTHER ALLOCATION**

4.1 There will not be an automatic annual allocation.

4.2 If there has been a call on the Reserve Fund during the year and sufficient retained earnings are held, an allocation to top-up or reimburse the Reserve Fund may be considered and approved by the Board.

4.3 The Board, when considering reimbursement of the Reserve Fund may also resolve to increase or decrease the balance of the fund.

**5. USE OF FUNDS**

5.1 Funds held in the Reserve Fund may be used for any purpose the Board is lawfully entitled to apply the funds towards.

5.2 The Reserve Fund may only be drawn on with the approval of the Board.

**6. REPATRIATION OF FUNDS**

6.1 The Board will consider and determine the balance of the Reserve Fund each year, together with other retained earnings held, and make an assessment of any likely demand on the funds, based on knowledge to hand at the time.

6.2 The initial balance of the Reserve Fund (2020) will be \$400,000.

6.3 In future years, unused funds that are held in excess of the balance determined in clause 6.1, may, by resolution, be returned to Auckland Council either as a distribution or used to offset the annual levy imposed by the Funding Board on Auckland Council in accordance with the provisions of the Auckland Regional Amenities Funding Act 2008.

6.4 The Board, in its absolute discretion, shall determine the manner, timing, and amount of any distributions approved under clause 6 of this Policy.

The policy was reviewed and adopted by the Funding Board at its meeting held:

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The policy will be subsequently reviewed on:

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