

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: Thursday, 8 November 2018
Time: 12:00PM
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	Ms	Anita	Killeen
Members:	Ms	Victoria	Carter
	Ms	Precious	Clark
	Ms	Catherine	Harland
	Ms	Lyn	Lim
	Ms	Megan	McSweeney
	Mr	Bryan	Mogridge
	Mr	Scott	Pearson

Leigh Redshaw
Advisory Officer

Email: arafb.info@gmail.com

Mobile: +64 (0) 274 739 187

Depending on progress of the earlier workshop, the Chair may need to the open and then adjourn the meeting at 12:00PM to enable earlier discussions to be concluded.

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Note: The reports contained within this agenda are for consideration and should not be construed as Funding Board policy unless and until adopted. Should Members require further information relating to any reports, please contact the Advisory Officer, Chair or Deputy Chair.

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

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

MEETING DATES 2018

Based on the known work programme the following timetable of meetings is proposed for 2018, subject to change as the need arises:

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

	2018	Meeting / Workshop	Nature of Key Business
Thursday	8 Nov 2018	Workshop & Meeting	<ul style="list-style-type: none">• Funding Board considers any further information supplied following meeting on 9 Oct 2018 (Workshop)• Funding Board makes provisional allocation of grants for 2019-2020 for inclusion in draft 2019-2020 Funding Plan (Meeting)
	19 Nov	Meeting	<ul style="list-style-type: none">• Chair meets AKL Council reps to discuss proposed levy for 2019-2020
Tuesday	20 Nov 2018 Or 27 Nov 2018 (Standby day)	Meeting	<ul style="list-style-type: none">• Adopt 2018 Annual Report (must be done by 30 Nov 2018)• Confirm provisional allocation of grants for 2019-2020; Approve draft 2019-2020 Funding Plan for publication in January 2019
Monday	11 Jan 2019		<ul style="list-style-type: none">• Publish draft 2019-2020 Funding Plan

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

There were no apologies at the close of the agenda.

2. CONFIRMATION OF MINUTES

The ordinary minutes of the meeting of the Auckland Regional Amenities Funding Board held on 24 July 2018, including the confidential section, 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.

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 31 OCTOBER 2018

Providing the Funding Board with an overview of financial position of the Funding Board as at 31 October 2018, and any other matters of a financial nature.

Recommendation

That the Financial Reports to 31 October 2018 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. SCHEDULE OF MEETINGS AND KEY DATES FOR 2019

To assist Directors plan their work programme and schedule of meetings for 2019, a draft schedule of meetings for 2019 is attached for consideration.

Recommendation

That the Schedule of Meeting and Workshop Dates for 2019 be adopted.

(ATTACHMENT 13)

14. **DRAFT 2019-2020 FUNDING PLAN**

Should the need arise, this provides Directors with an opportunity to discuss matters relating to the draft 2019-2020 Funding Plan during the open part of the meeting.

15. **COMMITTEES – ESTABLISHMENT, MEMBERSHIP AND REMUNERATION**

The Funding Board wishes to establish committees to undertake tasks delegated,
(ATTACHMENT 15)

Recommendation

That the committees be established as required.

16. **GENERAL BUSINESS**

An opportunity for directors to raise matters of a general nature that have not been discussed elsewhere during the meeting.

17. **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. AMENITIES QUARTERLY REPORTS TO 30 SEPTEMBER 2018

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.	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.	Public conduct of matter would be likely to result in disclosure of information for which good reason to withhold exists under section 7.

C2. DRAFT 2019-2020 FUNDING PLAN – PROVISIONAL ALLOCATION OF GRANTS

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.	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. Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. 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).	Public conduct of matter would be likely to result in disclosure of information for which good reason to withhold exists under section 7.

C3. TERMS OF REFERENCE FOR COMMITTEES

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.	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. Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. 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).	Public conduct of matter would be likely to result in disclosure of information for which good reason to withhold exists under section 7.

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

REGISTER OF MEMBERS INTERESTS –

Last Reviewed & Updated 24 July 2018

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

Name of Member	Particulars of Interest
Vern Walsh (Chair)	<ul style="list-style-type: none"> • Friend of the Auckland Festival • Director– Meeting and Governance Solutions Ltd – works with Auckland Council Past Professional Appointments • Former - Auckland City Councillor, and chair of Finance Committee • Former Director – The Edge • Former Board member - Auckland Zoo Board • Former member - Auckland Zoological Society • Former Director – MOTAT Board • Former ordinary member – Coastguard Northern Region
Victoria Carter	<ul style="list-style-type: none"> • Director Tax Management NZ • Deputy Chair NZ Thoroughbred Racing • Director Cityhop Ltd • Director Camben Farms Limited • Director Carter & Partners No 11 High St • Director Carter Bloodstock Ltd • Director Davies-Booth Assoc • Vice President Northern Club • Patron Auckland Arts Festival • Patron Silo Theatre • Mentor: University of Auckland Business School Icehouse programme • Fellow Institute of Directors Past Professional Appointments • Chair Pacific Island Cultural Centre feasibility study • Former Chair Auckland Arts Festival (resigned 2015) • Director Turners Auctions • Director Best Start Educare, formerly Kidicorp Ltd • Director & Acting Chair JUCY Group • Director Aotea Board of Management • Director Auckland Racing Club • Director Kindergarten NZ • President Auckland Kindergarten Assoc • Director Cassino Investments • Director VCB Investments • Councillor Auckland City Council, Past Chair of City Attractions • Director Auckland Philharmonia • Deputy Chair Tourism Auckland • Deputy Chair Trustee Auckland Energy Consumer Trust
Catherine Harland	<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

	<ul style="list-style-type: none"> • 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>Anita Killeen (Dep Chair)</p>	<ul style="list-style-type: none"> • Deputy Chair, Auckland Regional Amenities Funding Board. • Director of UNICEF New Zealand. • Director of SPCA Auckland. • Chair, The Pro Bono Panel of Prosecutors for the SPCA Auckland. • Chair and National President, Fertility New Zealand. • Trustee of the Ex-Vietnam Service Assn (Neville Wallace Memorial) Children's and Grandchildren's Trust. • Mediation Panel Member, Financial Services Complaints Ltd. • Panel Member, New Zealand Law Society Litigation Skills Programme. • Panel Member, New Zealand Law Society Costs Assessor. • International Associate Member, American Bar Association Animal Law Committee. • New Zealand Member, International Association of Prosecutors. • External Moderator and Standards Assessor for the Institute of Professional Legal Studies. • Patron – Auckland Theatre Company. • Patron – Silo Theatre Auckland • Tribunal Member, Engineering NZ Disciplinary Tribunal <p>Past Professional Appointments</p> <ul style="list-style-type: none"> • Visiting Justice Northern Prisons. • Tribunal Member, New Zealand Legal Aid Tribunal. • Advisory Board Member of New Zealand Career College Member, Organised and Financial Crime New Zealand (OFCANZ) Policy Action Group. • Member, Chief Legal Advisors' Forum NZ. • Executive Committee member, Auckland District Law Society's Criminal Law Committee. • Executive Committee Member, Auckland Women Lawyers' Association.
<p>Precious Clark</p>	<ul style="list-style-type: none"> • Ngati Whatua o Orakei Trust Board, director • Ngati Whatua Whai Rawa Ltd, director • Foundation North, Trustee • Maurea Consulting Ld, director • Auckland Museum Taumata a Iwi, chair <p>Past Professional Appointments</p> <ul style="list-style-type: none"> • Director of Centre for Social Impact • Member of the independent Maori statutory board
<p>Lyn Lim</p>	<ul style="list-style-type: none"> • ASB Community Trust Ltd – Director • Asia New Zealand Foundation – Trustee • AUT – Council Member • Eva Fong Urology Ltd – Shareholder • FH Holdings Ltd – Director and Shareholder • FH Nominees Ltd – Director and Shareholder

	<ul style="list-style-type: none"> • Forest Administration Ltd – Director and Shareholder • Foundation North – Chair and Trustee • Foundation North Grants Ltd – Director • Hartajaya Investments Ltd – Director and Shareholder • Kaya Investments Ltd – Director and Shareholder • Max Cai Trustee Ltd – Director • Mykco Ltd – Director • Onesixone Medical Group Ltd – Shareholder • Director: Renaissance Forex Limited • Chartered Member: Institute of Directors; • Member: NZ Law Society; Past Professional Appointments: • Director: Public Trust • Deputy Chair and Director: Centre for Social Impact New Zealand Limited • Director: Durham Services Limited • Director - NZ Shareholders Association • Trustee NZ Chinese Youth Trust • Director - FH Shortland Ltd; FM International Ltd • Board member - ANZ Private Bank External Advisory Board • Council member - Auckland District Law Society • member - Auckland District Law Society committees – (various) • executive member - HKNZBA, NZCTA • Director: Seven Trust Ltd • Member: NZ Asian Leaders
Megan McSweeney	<ul style="list-style-type: none"> • TIANZ (Tourism Industry Aotearoa), Board Member • CINZ (Conference's Incentives New Zealand), Board Member • Director of Business, External, Affairs, Tourism & Sales Auckland War Memorial Museum
Bryan Mogridge	<ul style="list-style-type: none"> • Director and Shareholder Mainfreight Ltd (NZX Listed) • Director and Shareholder Rakon Ltd (NZX Listed) • Director Centum Rakon India Ltd • Director and Shareholder Clearspan Property Ltd • Director and Shareholder FTTX Global Ltd • Director and Shareholder Mogridge and Associates Ltd • Trustee: The Energy Education Trust • Trustee: The Starship Foundation • Director BUPA ANZ ltd (Australia) • Director and Shareholder Adherium Ltd (ASX listed) • Director and Shareholder Thinxtra Pty Ltd (Australia) • Trustee, Massey University Foundation
Scott Pearson	<p>Memberships</p> <ul style="list-style-type: none"> • Institute of Directors - MInstD • Chartered Accountants Australia New Zealand – CA • CPA Australia – FCPA • Association of Certified Fraud Examiners - CFE <p>Director/Shareholder</p> <ul style="list-style-type: none"> • Repromed Auckland Limited, Deputy Chairman and shareholder • Mpro Consulting, Director and shareholder

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

1 November 2018

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

Subject: Financial Report to 31 October 2018

ARAFB - General

Copies of the Balance Sheet and Profit and Loss account to 31 October 2018 are attached. This shows a year to date surplus of \$269,000.

The 2018 audit is well advanced and Audit NZ will be in a position to complete the audit in time for the 2018 Annual Report to be adopted before 30 November 2018.

Quarterly Reports to 30 September 2018

Quarterly reports to 30 September 2018 have been received and circulated to directors.

Amenities Board – Amending Legislation

The Amenities Board continues to progress the process of changes to the Auckland Regional Amenities Funding Act to make the annual financial reporting requirements consistent with the provisions of the Charities Act and Financial Reporting Act. Lawyers for the Amenities Board have been liaising with the Parliamentary Counsel Office (PCO) to finalise the draft bill. Mr Paul Goldsmith, MP will sponsor the amendment to the Private Bill when it is introduced to the house.

Auckland Regional Amenities Funding Board

Profit & Loss Statement

July 2018 To October 2018

Income				
Levy - Non GST Portion			\$14,287,000.00	
Levy - ARAFB Admin Fee GST			\$315,000.00	
Total Income				\$14,602,000.00
Total Cost of Sales				\$0.00
Gross Profit				\$14,602,000.00
Expenses				
Advertising			\$540.42	
Advisory Officer/Admin Charge			\$18,875.00	
Dues & Subscriptions			\$830.08	
Grants to Amenities No GST			\$14,287,000.00	
Legal Fees			\$553.50	
Meeting Expenses			\$94.35	
Employment Expenses				
Honorariums	\$59,400.00			
Total Employment Expenses			\$59,400.00	
Travel			\$582.96	
Bank Fees			\$129.60	
Total Expenses				\$14,368,005.91
Operating Profit				\$233,994.09
Other Income				
Interest Income			\$35,060.23	
Total Other Income				\$35,060.23
Total Other Expenses				\$0.00
Net Profit/(Loss)				\$269,054.32

Auckland Regional Amenities Funding Board

Balance Sheet

As of 31 October 2018

Assets				
Current Assets				
Cash On Hand				
Cheque Account	\$115,569.87			
Term Deposits	\$595,000.00			
Total Cash On Hand		\$710,569.87		
Total Current Assets			\$710,569.87	
Fixed Assets				
Office Equipment				
Computer Equipment at Cost	\$4,635.00			
Computer Equipment Accum Dep	(\$4,598.84)			
Total Office Equipment		\$36.16		
Total Fixed Assets			\$36.16	
Total Assets				\$710,606.03
Liabilities				
Current Liabilities				
Creditors		\$68,404.11		
GST				
GST Collected	\$477,425.07			
GST Paid	(\$252,094.04)			
GST Payments/Refunds	(\$228,919.16)			
Total GST		(\$3,588.13)		
Other Current Liabilities		\$999.48		
Total Current Liabilities			\$65,815.46	
Total Liabilities				\$65,815.46
Net Assets				\$644,790.57
Equity				
Retained Earnings			\$375,736.25	
Current Year Earnings			\$269,054.32	
Total Equity				\$644,790.57

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

1 November 2018

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

Subject: Correspondence

Inwards			
Hilary Poole	Email	21/09/2018	Letter of resignation from the ARAFB
APO	Letter/email	26/07/2018	Letter requesting discussions regards the 2019-20 funding application process
Amenities Board & solicitors	Emails	Various	Inviting input into the draft bill amending the legislation around financial reporting requirements
Specified Amenities	Letters / emails	Various	Responses to follow up letters to 2019-2020 Funding Applications
Outwards			
Amenities Board & solicitors	Emails	Various	Providing feedback into the draft bill amending the legislation around financial reporting requirements
APO	Email	02/08/2018	Responding to letter of 26/07/2018 advising no meeting required
Specified Amenities	Letters / emails	Various	Requests for further information letters to 2019-2020 Funding Applications

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, updating the ARAFB website with reports, agendas and minutes.

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

31 October 2018

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

Subject: Draft Schedule of Meetings 2019

A Draft Schedule of Meeting Dates for 2019 is attached. The dates are based on those used in prior years.

The schedule has previously been circulated to Directors for feedback regarding possible conflicts.

As the Funding Board is required to adhere to certain legislative deadlines, many of the dates cannot be cancelled or moved to any large degree. They have also been selected to work in with Auckland Council to ensure that both entities can comply with their respective obligations under the Act.

The timetable can be varied throughout the year as required, i.e. meetings / workshops can be added / deleted, start times amended, venues and other adjustments made.

Based on the known work programme for 2019, 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.

	2019	Meeting / Workshop	Nature of Key Business
Thursday	08 Nov 2018	Workshop & Meeting	<ul style="list-style-type: none">Funding Board considers any further information supplied following meeting on 9 Oct 2018 (Workshop)Funding Board makes provisional allocation of grants for 2019-2020 for inclusion in draft 2019-2020 Funding Plan (Meeting)
	19 Nov 2018		<ul style="list-style-type: none">Chair meets AKL Council reps to discuss proposed levy for 2019-2020
Tuesday	20 Nov 2018 Or 27 Nov 2018 (Standby day)	Meeting	<ul style="list-style-type: none">Adopt 2018 Annual Report (must be done by 30 Nov 2018)Confirm provisional allocation of grants for 2019-2020; Approve draft 2019-2020 Funding Plan for publication in January 2019
Friday	11 Jan 2019		<ul style="list-style-type: none">Publish draft 2019-2020 Funding Plan

	2019	Meeting / Workshop	Nature of Key Business
Monday	11 Feb 2019		<ul style="list-style-type: none"> Closing date for submissions on Draft 2019-2020 Funding Plan
Tuesday	19 Feb 2019	Meeting	<ul style="list-style-type: none"> FIRST MEETING OF THE YEAR Funding Board holds Public Hearings to consider written and oral submissions on the draft 2019-2020 Funding Plan
Tuesday	05 Mar 2019 (may be able to be combined with 19 Feb meeting)	Meeting	<ul style="list-style-type: none"> Funding Board approves final version of draft 2019-2020 Funding Plan to be submitted to Auckland Council to approve proposed levy for 2019-2020
Tuesday	19 Mar 2019		<ul style="list-style-type: none"> Auckland Council Finance Committee considers ARAFB levy requirement for 2019-2020
Tuesday	02 Apr 2019	Meeting	<ul style="list-style-type: none"> Funding Board meets to fix levy for 2019-2020 – must be done by 30 April 2019
Tuesday	May 2019	F & P Committee	<ul style="list-style-type: none"> Specified Amenity presentations to Auckland Council Finance and Performance Committee – Part 1
Tuesday	June 2019	F & P Committee	<ul style="list-style-type: none"> Specified Amenity presentations to Auckland Council Finance and Performance Committee – Part 2
Tuesday	9 July 2019	Meeting	<ul style="list-style-type: none"> Funding Board normal meeting (may not be needed)
Tuesday	3 Sept 2019 (early start – all-day)	Workshop	<ul style="list-style-type: none"> Funding Board receives Amenity presentations for 2020-2021
Monday	30 Sep 2019		<ul style="list-style-type: none"> Closing date for 2020-2021 Funding Applications
Monday	30 Sep 2019		<ul style="list-style-type: none"> 2019 Annual Reports and Audited Accounts due from Specified Amenities
Tuesday	8 Oct 2019 (early start – all-day)	Workshop	<ul style="list-style-type: none"> Funding Board considers 2020-2021 Funding Applications for first time
Tuesday	22 Oct 2019 (early start – all-day)	Workshop	<ul style="list-style-type: none"> Amenities present their 2018-2019 Annual Results

	2019	Meeting / Workshop	Nature of Key Business
Tuesday	12 Nov 2019	Workshop & Meeting	<ul style="list-style-type: none"> • Funding Board considers any further information supplied following meeting on 8 Oct 2019 (Workshop) • Funding Board makes provisional allocation of grants for 2020-2021 for inclusion in draft 2020-2021 Funding Plan (Meeting)
	12-25 Nov 2019		<ul style="list-style-type: none"> • Chair meets AKL Council reps to discuss proposed levy for 2020-2021
Tuesday	26 Nov 2019	Meeting	<ul style="list-style-type: none"> • Adopt 2019 Annual Report (must be done by 30 Nov 2019) • Confirm provisional allocation of grants for 2020-2021; Approve draft 2020-2021 Funding Plan for publication in January 2020
	10 Jan 2020		<ul style="list-style-type: none"> • Publish draft 2020-2021 Funding Plan

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

31 October 2018

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

Subject: Committees – Establishment, Membership and Remuneration

Since the board was established in 2009 it has been necessary for groups of directors to dedicate additional time and resource to a variety of regularly occurring tasks (e.g. reviewing the funding plan, annual reports), as well as 'one-off' events, such as the arbitration, judicial review and sustainability review.

In nearly all instances these tasks have fallen to a small group (no more than 3 or 4) of the directors, with several of them participating to and/or contributing significant amounts of time compared to other directors.

The board wishes formalise the establishment of committees

Types of committees

- a. The Auckland Regional Amenities Funding Act 2008 (the Act) prescribes the specific role and powers of the Funding Board.
- b. The Chair, Deputy Chair and board members are all members of the Funding Board.
- c. Schedule 4 of the Act prescribes the administrative provisions applying to the Funding Board.
- d. The Funding Board may regulate its own proceedings on matters not specifically dealt with in the Act.
- e. To enable efficient decision-making, the Funding Board can delegate powers to committees; it cannot delegate decisions for which it has responsibility itself. The Funding Board is responsible for deciding which powers to delegate powers committees. These responsibilities will be outlined in the terms of reference for each committee established.
- f. The practise would be for the Funding Board body to delegate to committees all the powers necessary for them to perform their duties (except those powers which cannot be delegated). This delegation would occur with the adoption of the terms of reference for each committee established
- g. Standing Orders for committees of the Funding Board, particularly those relating to the rules of debate, may differ from those of the Funding Board. However, these should generally be consistent with the Standing Orders of the Funding Board.

Committee chairs

- a. The Chair of the Funding Board must chair all Funding Board meetings unless absent or

he/she vacates the chair, in which case the Deputy Chair presides. If neither the Chair nor the Deputy Chair is available, the Funding Board must elect a chair for that meeting.

- b. The chairperson of each committee established by the Funding Board must chair each meeting of their respective committee, unless he/she is absent or vacates the chair, in which case the deputy chair presides. Deputy chairs may be appointed by the Funding Board or by committees at their first meetings. If neither the chair nor the deputy is present, the committee will elect a chair for that meeting.

Remuneration for Committee Members and/or Consultancy Services

Board members are discouraged from undertaking continuous consulting work for the Funding Board; however, the Funding Board recognises that some board members are best placed to undertake consulting work because of their knowledge about the organisation. The Funding Board shall formally approve this and stipulate any requirements in relation to such an arrangement.

The rate of remuneration (if any) for members of any committee established by the Funding Board shall be determined and agreed by the Funding Board at a business meeting. Any remuneration paid to committee members will be paid on an hourly basis, to an agreed maximum.

The board wishes to establish two committees:

1. Funding Plan and Annual Report Editorial Committee
2. APO Services Review Committee.

FUNDING PLAN AND ANNUAL REPORT EDITORIAL COMMITTEE

Terms of Reference (Delegations)

Responsibilities

The Funding Plan and Annual Report Editorial Committee is established to:

1. Review and edit as necessary the annually produced funding plan - both the initial plan published for public consultation and the final version of the plan that must be adopted by 30 April each year.
2. Review and edit as necessary the annual report - that must be adopted by the Funding Board by 30 November each year and published no later than one month after the date it was adopted.
3. Approve the final versions of the annual Funding Plan and Annual Report prior to publication. This final approval is in respect of formatting, editing and minor adjustments only that are required after adoption by the Funding Board.

Powers

All powers necessary to perform the committee's responsibilities.

Except:

- (a) The power to adopt the Funding Plan
- (b) The power to adopt the Annual Report
- (c) The power to establish a sub-committee

Membership: Chairperson:

Deputy chairperson:

Members (2):

Quorum: 3

Frequency of meetings: As required.

APO SERVICES REVIEW COMMITTEE

Terms of Reference (Delegations)

Responsibilities

The APO Services Review Committee is established to:

1. Work with the APO to discuss and agree the scope of work and brief to be issued to consultants to undertake a review of the APO services.
2. Work with the APO to agree a shortlist of consultants to be invited to submit proposals in response to brief issued in respect of a review of APO services.
3. Work with the APO to assess the proposals received in response to the brief with the express purpose of agreeing the preferred consultants.
4. Work with the Advisory Officer, the Funding Board's legal advisors and the APO to finalise an agreement recording the terms and conditions attached to the grant from the Funding Board to the APO as a contribution towards the cost of the review.
5. Receive, review and provide feedback on any drafts and the final report received from the consultant undertaking the review of services.
6. Report back to the Chair and Deputy Chair on a regular basis the status of the review, including details of any problems or other matters hindering the successful completion of the review by the chosen consultants.
7. Make recommendations to the Funding Board in respect of the findings of the completed review, including whether to adopt the findings and recommendations within the report.

Powers

1. All powers necessary to perform the committee's responsibilities.
2. Power to recommend to the Advisory Officer when and how much of the approved grant (maximum of \$75,000) can be released to the APO.

Except:

1. The power to adopt the final report completed by the consultant undertaking the review.
2. Execute the agreement recording the grant contribution and other terms and conditions. This shall be referred to the Chair and Deputy Chair to review and execute.
3. Vary the final agreement recording the grant contribution. Any requests to vary the agreement shall be referred to the Chair and Deputy Chair to consider and agree a course of action.
4. Authorise any further grants to the APO over and above the approved maximum grant of \$75,000.

Membership: Chairperson:

Deputy chairperson:

Members (1):

Quorum: 2

Frequency of meetings: As required.