

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, 7 November 2017
Time: 12:00PM
Venue: Seminar 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:	Mr	Steve	Bootten
	Ms	Victoria	Carter
	Ms	Catherine	Harland
	Mr	Bryan	Mogridge
	Ms	Lyn	Lim
	Ms	Diane	Maloney
	Ms	Precious	Clark
	Ms	Megan	McSweeney

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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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

Based on the known work programme for 2017, the following timetable of meetings is proposed for 2017, subject to change as the need arises:

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

	2017	Meeting / Workshop	Nature of Key Business
Tuesday	07 Nov 2017	Workshop & Meeting	<ul style="list-style-type: none"> Funding Board considers any further information supplied following meeting on 10 Oct 2017 (Workshop) Funding Board makes provisional allocation of grants for 2018-2019 for inclusion in draft 2018-2019 Funding Plan (Meeting)
	7-20 Nov 2017		<ul style="list-style-type: none"> Chair meets AKL Council reps to discuss proposed levy for 2018-2019
Tuesday	21 Nov 2017 Or 28 Nov 2017 (Standby day)	Meeting	<ul style="list-style-type: none"> Adopt 2017 Annual Report Confirm provisional allocation of grants for 2018-2019; Approve draft 2018-2019 Funding Plan for publication in January 2018
	15 Jan 2018		<ul style="list-style-type: none"> Publish draft 2018-2019 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

At the close of the agenda no apologies had been received.

2. CONFIRMATION OF MINUTES

The minutes of the Auckland Regional Amenities Funding Board meeting held on Tuesday 1 August 2017 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.

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 REPORTS TO 31 OCTOBER 2017

Providing the Funding Board with an overview of financial position of the Funding Board as at 31 October 2017.

Recommendation

That the Financial Reports to 31 October 2017 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 SCHEDULE OF MEETINGS 2018

To assist Directors plan their work programme and schedule of meetings for 2018, a draft schedule of meetings for 2018 is attached for consideration.

Recommendation

That the Schedule of Meeting and Workshop Dates for 2018 be adopted.

(ATTACHMENT 13)

14. DRAFT 2018-2019 FUNDING PLAN

Should the need arise, this provides Directors with an opportunity to discuss matters relating to the draft 2018-2019 Funding Plan during the open part of the meeting.

15. AMENITIES BOARD – PROPOSED AMENDMENTS TO THE AUCKLAND REGIONAL AMENITIES FUNDING ACT 2008

Reporting on the Amenities Board proposal to seek amendments to the Auckland

Regional Amenities Funding Act to correct anomalies arising from changes to other legislation.

Recommendation

(ATTACHMENT 15)

16. FUNDING BOARD POLICIES

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

(ATTACHMENT 16)

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 2017
- C2. Draft 2018-2019 Funding Plan – Provisional Allocation of Grants

C1. AMENITIES QUARTERLY REPORTS TO 30 SEPTEMBER 2017

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 2018-2019 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.

18. GENERAL BUSINESS

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

AUCKLAND REGIONAL AMENITIES FUNDING BOARD
REGISTER OF MEMBERS INTERESTS –

Last Reviewed & Updated 01 August 2017

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 • Former Consultant, Martin Jenkins & Associates Ltd (27 Oct 2014)

	<ul style="list-style-type: none"> • Justice of the Peace Past Professional Appointments: • 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. • Director and Vice 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. Past Professional Appointments • 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 Whai Rawa Ltd, director • Foundation North, Trustee • Maurea Consulting Ld, director • Auckland Museum Taumata a Iwi, chair Past Professional Appointments • 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 • 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

	<ul style="list-style-type: none"> • 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; <p>Past Professional Appointments:</p> <ul style="list-style-type: none"> • 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
Diane Maloney	<ul style="list-style-type: none"> • Chair - Sistema Aotearoa Trust • Funding Assessor - Creative NZ – 2015 • Member, Institute of Directors • Independent consultant <p>Past Professional Appointments:</p> <ul style="list-style-type: none"> • Former Chair and Board member – Otara Health Charitable Trust – 2010-2015 • Former Director – IRIS Ltd (Health and Disability sector) • Former Manager – Community Services – Manukau City Council (1996-2010) • Former Member - Auckland South Community Response Forum (convened by Minister for Social Development) (02/08/2016)
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)
Steve Bootten	<ul style="list-style-type: none"> • Trustee Davis Carr Cancer Society Endowment Trust • Trustee Piha Surf Life Saving Club Trust Fund Inc • Director Blackspace Ltd (17/07/2017) • Director Framacad Solutions Ltd

	<ul style="list-style-type: none">• Director of Cavalier Corporation Ltd (WEF 10 July 2015)• Chairman Black Interiors Ltd (11/4/2016)Past Professional Appointments:• Former Trustee Counties Manukau Pacific Trust Inc• Former Trustee Northern Life Guard Trust Inc• Former Board Member Diocesan School for Girls Inc• Former Trustee Diocesan School Heritage Foundation Inc• Former Director Northern Life Guard Services Inc• Former Director Orizaba Holdings Ltd (11/4/2016)• Former Director Xakeila Holdings Ltd (Ferry Building Partnership)• Former Director Hampden Fence Ltd (11/4/2016)
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AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

31 October 2017

To: Auckland Regional Amenities Funding Board Directors

From: Leigh Redshaw, Advisory Officer

Subject: Financial Report to 31 October 2017

ARAFB - General

A copy of the Balance Sheet and Profit and Loss account to 31 October 2017 are attached.

The 2016-2017 audit is progressing and will be concluded in time for the Annual Report to be adopted by the board before 30 November 2017.

Quarterly Reports to 30 September 2017

Quarterly reports to 30 September 2017 have been received from all Specified Amenities. Board members are invited to contact the Advisory Officer if there are any queries arising from the information circulated to board members under separate cover. The Specified Amenities Quarterly Report forms part of agenda item C1.

Amenity Annual Reports

Audited Annual Reports have been received from all ten Specified Amenities. A summary of key activities and KPIs has been incorporated into the 2017 Annual Report that will be adopted by the board by 30 November 2017. A summary of the trading results for the year ended 30 June 2017 is attached.

The Specified Amenities are required to upload the relevant Annual Report to the Charities Services website where they are then available for the general public to access.

Amenities Board – Amending Legislation

The Amenities Board has advised that it is proceeding with proposed 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.

A separate item on this agenda relates to the proposed wording changes. The Amenities Board is seeking feedback from the Funding Board.

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A R A F B

Profit & Loss Statement

July 2017 To October 2017

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Income		
Levy - Non GST Portion	\$15,850,500.00	
Levy - ARAFB Admin Fee GST	\$315,000.00	
Total Income		\$16,165,500.00
Total Cost of Sales		\$0.00
Gross Profit		\$16,165,500.00
Expenses		
Advertising	\$511.00	
Advisory Officer/Admin Charge	\$18,266.68	
Dues & Subscriptions	\$600.00	
Grants to Amenities No GST	\$15,850,500.00	
Meeting Expenses	\$152.17	
Employment Expenses		
Honorariums	\$56,000.00	
Total Employment Expenses		\$56,000.00
Travel	\$178.67	
Parking Charges	\$1,196.52	
Bank Fees	\$179.20	
Total Expenses		\$15,927,584.24
Operating Profit		\$237,915.76
Other Income		
Interest Income	\$46,830.77	
Total Other Income		\$46,830.77
Total Other Expenses		\$0.00
Net Profit/(Loss)		\$284,746.53

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A R A F B

Balance Sheet

As of October 2017

Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$76,080.57	
Term Deposits	\$860,329.42	
Total Cash On Hand		\$936,409.99
Total Current Assets		\$936,409.99
Fixed Assets		
Office Equipment		
Computer Equipment at Cost	\$4,635.00	
Computer Equipment Accum Dep	-\$4,525.40	
Total Office Equipment		\$109.60
Total Fixed Assets		\$109.60
Total Assets		\$936,519.59
Liabilities		
Current Liabilities		
Creditors		\$64,818.25
GST		
GST Collected	\$430,174.68	
GST Paid	-\$239,447.11	
GST Payments/Refunds	-\$194,021.50	
Total GST		-\$3,293.93
Other Current Liabilities		\$909.43
Total Current Liabilities		\$62,433.75
Total Liabilities		\$62,433.75
Net Assets		\$874,085.84
Equity		
Retained Earnings		\$589,339.31
Current Year Earnings		\$284,746.53
Total Equity		\$874,085.84

Auckland Regional Amenities Funding Board - Specified Amenities Trading Results

INCOME AND EXPENDITURE RESULTS FOR PERIOD ENDED 30 JUNE 2017

	Auckland Festival Trust	Auckland Philharmonia Orchestra	Auckland Rescue Helicopter Trust	Auckland Theatre Company	Coastguard Northern Region	New Zealand Maritime Museum	New Zealand Opera	Surf Life Saving Northern Region	Stardome Observatory	Watersafe Auckland Inc
Income										
ARAFB Grant	\$ 3,325,000	\$ 3,092,000	\$ 450,000	\$ 1,490,000	\$ 698,000	\$ 2,092,500	\$ 975,000	\$ 1,266,000	\$ 1,389,000	\$ 1,050,000
Other	\$ 5,635,399	\$ 7,653,103	\$ 14,802,888	\$ 5,367,554	\$ 4,504,594	\$ 3,448,235	\$ 6,132,300	\$ 2,155,260	\$ 1,302,675	\$ 211,942
Total	\$ 8,960,399	\$ 10,745,103	\$ 15,252,888	\$ 6,857,554	\$ 5,202,594	\$ 5,540,735	\$ 7,107,300	\$ 3,421,260	\$ 2,691,675	\$ 1,261,942
Expenditure										
Direct Costs	\$ 9,058,980	\$ 10,487,987	\$ 10,967,610	\$ 7,104,113	\$ 4,707,617	\$ 4,660,652	\$ 6,419,253	\$ 3,414,196	\$ 2,291,962	\$ 1,222,640
Depreciation	\$ 30,749	\$ 179,921	\$ 2,631,613	\$ 170,882	\$ 229,615	\$ 838,029	\$ 262,038		\$ 290,540	\$ 43,977
Total	\$ 9,089,729	\$ 10,667,908	\$ 13,599,223	\$ 7,274,995	\$ 4,937,232	\$ 5,498,681	\$ 6,681,291	\$ 3,414,196	\$ 2,582,502	\$ 1,266,617
Net Surplus/(Loss)	-\$ 129,330	\$ 77,195	\$ 1,653,665	-\$ 417,441	\$ 265,362	\$ 42,054	\$ 426,009	\$ 7,064	\$ 109,173	-\$ 4,675
Net Surplus/(Loss) excl Depreciation	-\$ 98,581	\$ 257,116	\$ 4,285,278	-\$ 246,559	\$ 494,977	\$ 880,083	\$ 688,047	\$ 7,064	\$ 399,713	\$ 39,302
Actual Balance Date	30-Jun	31-Dec	30-Jun	31-Dec	30-Jun	30-Jun	31-Dec	30-Jun	30-Jun	30-Jun

Auckland Regional Amenities Funding Board - Specified Amenities Trading Results										
FINANCIAL POSITION AS AT 30 JUNE 2017										
	Auckland Festival Trust	Auckland Philharmonia Orchestra	Auckland Rescue Helicopter Trust	Auckland Theatre Company	Coastguard Northern Region	New Zealand Maritime Museum	New Zealand Opera	Surf Life Saving Northern Region	Stardome Observatory	Watersafe Auckland Inc
ASSETS										
Current Assets	\$ 951,035	\$ 2,866,324	\$ 8,621,818	\$ 2,557,154	\$ 4,258,826	\$ 966,464	\$ 2,104,804	\$ 1,561,043	\$ 836,683	\$ 493,762
Total Current Assets	\$ 951,035	\$ 2,866,324	\$ 8,621,818	\$ 2,557,154	\$ 4,258,826	\$ 966,464	\$ 2,104,804	\$ 1,561,043	\$ 836,683	\$ 493,762
LIABILITIES										
Current Liabilities	\$ 344,223	\$ 1,720,450	\$ 1,079,347	\$ 2,639,614	\$ 2,017,038	\$ 818,503	\$ 2,047,931	\$ 339,746	\$ 326,264	\$ 98,503
Total Current Liabilities	\$ 344,223	\$ 1,720,450	\$ 1,079,347	\$ 2,639,614	\$ 2,017,038	\$ 818,503	\$ 2,047,931	\$ 339,746	\$ 326,264	\$ 98,503
Working Capital	\$ 606,812	\$ 1,145,874	\$ 7,542,471	-\$ 82,460	\$ 2,241,788	\$ 147,961	\$ 56,873	\$ 1,221,297	\$ 510,419	\$ 395,259
NON CURRENT ASSETS										
Net Fixed Assets	\$ 130,026	\$ 1,045,669	\$ 14,953,085	\$ 1,017,274	\$ 1,890,541	\$ 9,039,760	\$ 736,760	\$ 236,075	\$ 2,496,070	\$ 41,023
Net Fixed Assets	\$ 130,026	\$ 1,045,669	\$ 14,953,085	\$ 1,017,274	\$ 1,890,541	\$ 9,039,760	\$ 736,760	\$ 236,075	\$ 2,496,070	\$ 41,023
Non Current Liabilities	\$ -				\$ 656,845	\$ 268,000			\$ 1,839,817	
Net Assets	\$ 736,838	\$ 2,191,543	\$ 22,495,556	\$ 934,814	\$ 3,475,484	\$ 8,919,721	\$ 793,633	\$ 1,457,372	\$ 1,166,672	\$ 436,282
Equity										
Retained Earnings/Other Equity	\$ 866,168	\$ 2,114,346	\$ 20,841,893	\$ 1,352,255	\$ 3,210,122	\$ 8,877,667	\$ 367,624	\$ 1,450,308	\$ 1,057,499	\$ 440,957
Current Year Earnings/(Loss)	-\$ 129,330	\$ 77,195	\$ 1,653,665	-\$ 417,441	\$ 265,362	\$ 42,054	\$ 426,009	\$ 7,064	\$ 109,173	-\$ 4,675
Total Equity	\$ 736,838	\$ 2,191,541	\$ 22,495,558	\$ 934,814	\$ 3,475,484	\$ 8,919,721	\$ 793,633	\$ 1,457,372	\$ 1,166,672	\$ 436,282
Actual Balance Date	30-Jun	31-Dec	30-Jun	31-Dec	30-Jun	30-Jun	31-Dec	30-Jun	30-Jun	30-Jun

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

ATTACHMENT 12

Memo

31 October 2017

To: Chair and Directors Auckland Regional Amenities Funding Board

From: Leigh Redshaw, Advisory Officer

Subject: **Correspondence**

26/10/2017 (in)	Auckland Writers Festival	Enquiring when do 2018-2019 funding applications have to be lodged?	email
20/10/2017 (in)	Auckland Council	Request for information regards NZ Herald article regards SLSNR funding	emails
18/10/2017 (out)	Stellar Library	Feedback on problems being experienced by users of Stellar Library	Email / phone call
11/10/2017 (in)	Amenities Board	Invitation for feedback on proposed amendments to the ARAFA 2008	email
18/10/2017 (out)	All Specified Amenities	Letters seeking further information on 2018-2019 Funding Applications	Email/letter
25/9/2017 (in)	Auckland Council	Advising outcome of committee decision to annualise the Auckland Arts Festival	Email/letter

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, honorarium changes, invoices for levy and reimbursing Auckland Council.

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

ATTACHMENT 13

Memo

31 October 2017

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

Subject: Draft Schedule of Meetings 2018

A Draft Schedule of Meeting Dates for 2018 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.

Since circulating the earlier version of the Draft 2018 Timetable, information has been received that the Finance and Performance Committee meeting in February 2018 will be held one week later due to Waitangi Day occurring on a Tuesday. The significance of this being that the closing date for submissions will need to be moved out to 28 February (from 21 February), and the subsequent business meeting to consider public submissions on the Draft 2018-2019 Funding Plan will need to be moved to the week beginning 5 March, and any further meetings that may be required to the week beginning 12 March.

The next Finance and Performance Committee meeting will then be held on 21 March 2017 where the 2018-2019 Levy requirement will be considered.

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

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

DRAFT MEETING DATES 2018

Based on the known work programme for 2018, 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
Monday	15 Jan 2018		<ul style="list-style-type: none"> Publish draft 2018-2019 Funding Plan
Tuesday	27 Feb 2018		<ul style="list-style-type: none"> Auckland Council considers its submission to draft 2018-2019 Funding Plan
Wednesday	28 Feb 2018		<ul style="list-style-type: none"> Closing date for submissions on draft 2018-2019 Funding Plan
TBC	Week Commencing 5 March 2018	Meeting	<ul style="list-style-type: none"> FIRST MEETING OF THE YEAR Funding Board holds Public Hearings to consider public (and other) submissions on the draft 2018-2019 Funding Plan
TBC	Week Commencing 13 Mar 2018	Meeting	<ul style="list-style-type: none"> Funding Board approves final version of draft 2018-2019 Funding Plan to be submitted to Auckland Council to approve proposed levy for 2018-2019
Tuesday	20 Mar 2018		<ul style="list-style-type: none"> Auckland Council Finance Committee considers ARAFB levy requirement for 2018-2019
Tuesday	24 Apr 2018	Meeting	<ul style="list-style-type: none"> Funding Board meets to fix levy for 2018-2019 – must be done by 30 April 2018
	June		<ul style="list-style-type: none"> Induction For New Directors Meetings or Workshops WILL be required
	June / July		<ul style="list-style-type: none"> Amenity Visits – Two days Required for Amenity Visits
	June / July		<ul style="list-style-type: none"> Farewell function for retiring directors
Tuesday	31 July 2018	Meeting	<ul style="list-style-type: none"> Funding Board normal meeting
Tuesday	4 Sept 2018 (early start – all-day)	Workshop	<ul style="list-style-type: none"> Funding Board receives Amenity presentations for 2019-2020
Monday	24 Sep 2018		<ul style="list-style-type: none"> Closing date for 2019-2020 Funding Applications
Sunday	30 Sep 2018		<ul style="list-style-type: none"> 2018 Annual Reports and Audited Accounts due from Amenities (1 Oct 2018)

	2018	Meeting / Workshop	Nature of Key Business
Tuesday	9 Oct 2018 (early start – all-day)	Workshop	<ul style="list-style-type: none"> Funding Board considers 2019-2020 Funding Applications for first time
Tuesday	16 Oct 2018 (early start – all-day)	Workshop	<ul style="list-style-type: none"> Amenities present their 2017-2018 Annual Results
Tuesday	06 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)
	6-19 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
Monday	21 Jan 2019		<ul style="list-style-type: none"> Publish draft 2019-2020 Funding Plan

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

31 October 2017

To: Chair and members Auckland Regional Amenities Funding Board

From: Leigh Redshaw, Advisory Officer

Subject: **Amenities Board – Proposed Changes to Auckland Regional Amenities Funding Act 2008 (the Act)**

1. On 11 October, an email was received from David Houldsworth, Co-Chair of the Amenities Board and co-ordinator of the proposed changes to the financial reporting requirements detailed under the Act. (Attachment A).
2. This email requested feedback from the Funding Board on a number of queries raised by the PCO (Parliamentary Counsel Office) who are charged with overseeing proposed amendments to legislation prior to it being introduced into the House.
3. The amendments being requested by the Amenities Board seek to address anomalies created when the Charities Act and the Financial Reporting Act were updated without consequential amendments being made to the Act. This left the Specified Amenities in the position of having to comply with the differing financial reporting requirements of both the Charities Act and the Auckland Regional Amenities Funding Act 2008.
4. The Amenities Board, as 'owners' of the legislation due to it being a Private Act, are seeking to amend the Act to remove the anomaly and for all their financial reporting requirements to be in accordance with the Charities Act only. No ambiguity exists for the Funding Board, as the Act is silent on the specific financial reporting requirements of the board, and the board has already moved to reporting in accordance with the provisions of the Financial Reporting Act.
5. PCO has now raised a query regarding whether proposed amendments should cover both the 10 Specified Amenities AND the Funding Board, or simply just the Specified Amenities as originally intended.
6. The nub of the PCO query is whether a new definition of 'financial statements' should be inserted into the Interpretation section of the Act so that it covers both the Specified Amenities and the Funding Board, or whether the definition should be placed within the clauses relating solely to the Specified Amenities. The placement of the definition will determine what consequential changes need to be made to the Act.
7. Sections 39 and 40 of the Act deal with the preparation of Annual Reports by the Specified Amenities (s39) and the Funding Board (s40) (copies attached as Attachment B).
8. The simplest action would be to only amend section 39 to clearly state what financial reporting requirements must be met by the Specified Amenities. As noted in paragraph 4 above, there are currently no known issues for the Funding Board around financial reporting matters. Amending section 39 only would mean no other consequential changes needed to section 40. This is the recommended course of action.

9. If the Interpretations section is amended to include a definition of Financial Statements, changes need to be made to both sections 39 and 40 of the Act and would require the board to report in accordance with the provisions of the Charities Act.
10. The Funding Board has 'voluntarily' registered with Charities Services to show consistency with the Specified Amenities who must be registered in order to qualify for funding.
11. The Funding Board was granted charitable status in the Act, and does not need to register with Charities Services to gain this benefit and the tax exempt status that arises therefrom.
12. PCO and lawyers for the Amenities Board suggest considering amending section 40. This assumes that the board will always remain registered with Charities Services and therefore obligated to produce financial reports in accordance with the Charities Act. As noted above, registration by the board is voluntary and the board may revoke this registration at any time, or Charities Services may revoke registration. Financial reports would nevertheless continue to be prepared in accordance with the provisions of the Financial Reporting Act and subject to audit by the Auditor General.
13. The problem of conflicting legislative requirements for financial reporting is one that only affects the Specified Amenities not the Funding Board.
14. It is recommended that the board respond to the Amenities Board that its preferred course of action is that amendments only be made to s39, noting that while the Funding Board is currently registered with Charities Services, that this may not always be the case, nor is it a requirement due to it already having charitable status in the Act.

ATTACHMENT A

On 11 October 2017 at 10:38, David Houldsworth <davidh@stardome.org.nz> wrote:

Hi Leigh,

Please see the email below from Anthony, the lawyer we spoke to a few weeks ago. He has one last query from PCO which is described in the emails below. I talked this through with Anthony yesterday so if you need any further information or clarification please call me.

Regards

David Houldsworth

CHIEF EXECUTIVE / 09 624 1246 ext 206 / 021 722 455 / davidh@stardome.org.nz

Stardome Observatory & Planetarium / [670 Manukau Road, One Tree Hill](#) Domain, Royal Oak, Auckland / PO Box 24 180, Royal Oak, Auckland 1345 / PH: 09 624 1246 / FAX: 09 625 2394 / www.stardome.org.nz

From: Anthony Wicks [mailto:Anthony.Wicks@chapmantripp.com]

Sent: Wednesday, 11 October 2017 10:26 a.m.

To: David Houldsworth <davidh@stardome.org.nz>

Cc: Edward Scorgie <Edward.Scorgie@chapmantripp.com>

Subject: Auckland Regional Amenities Board - PCO response

Hi David,

As I mentioned on the phone yesterday, PCO has one final drafting query on the Auckland Regional Amenities Funding Board Bill.

I have copied the relevant part of PCO's email below, but in summary PCO's concern is that:

if the definition of "financial statements" is placed in the interpretation section, this will make paragraph (c) of section 40(1), which prescribes the content of the financial statements of the Funding Board, redundant (as the content of financial statements will be determined through the requirements of GAAP, which will apply through the definition of financial statements);

- accordingly, either the definition should be moved to section 39, so that the amendment Act only affects section 39; or
- if the definition of "financial statements" is to be included in the interpretation section, section 40(1)(c) should be amended to remove section 40(1)(c) to the extent it prescribes statements that will be covered by GAAP. This would be a similar amendment to the amendment that will be made to s 39(2)(b).

So the essential question for the Funding Board is whether the Funding Board would like the Amendment Bill to amend section 40 as well as section 39, or for the Bill to amend only

section 39. We think either option would work:

- The advantage of amending section 40 is that it will make clear in the ARAF legislation that the Funding Board's statements have to be prepared according to GAAP (rather than having to go to the Charities Act to find this requirement) and it avoids any possible confusion over the requirements of section 40(1)(c) and GAAP. This would be a relatively straightforward amendment – the Board would just need to determine whether any of sub-paragraphs (i)-(iv) should be retained, or if all this information would be covered by GAAP. It seems likely that sub-paragraphs (i)-(iii) and all of (iv) except possibly statements necessary to “fairly reflect the financial results of the specified amenities’ operations” would be covered by GAAP, but it would be useful to confirm this with the Board.
- However, there is no necessity to amend section 40. Because, unlike section 39, section 40 does not require IFRS statements, the dual reporting requirement that arises under section 39 does not arise under section 40. Accordingly, the simplest approach would be to move the definition of financial statements to section 39 so that section 40 is unaffected by the Amendment. The Board may prefer to keep this Amendment Bill as simple as possible and make only the necessary amendment to section 39.

Please let me know which option the Funding Board would prefer, and, if the Board does wish to amend section 40, whether any of sub-paragraphs (i)-(iv) in section 40(1)© should be retained. Feel free to give me a call if you would like to discuss.

Regards,

Anthony

PCO response

More on the placement of the definitions:

Drafting issue:

- As you're aware, putting these in section 4 applies the financial statements defn in the FR Act to s40 of the ARAF Act
- This has the effect that, to comply with s40, the Board must include in its report those financial statements that are required to be prepared by the applicable financial reporting standard or non-GAAP standard, issued by the External Reporting Board under s12 of the FR Act, that applies to the Funding Board. And section 40(1)(c) then goes on to state exactly what those financial statements must consist of.
- My view is that applying the defn of financial statements to an *unamended* s40 would be confusing and not quite right. It seems to me that applying it means either something additional to what's required by s40(1)(c) is intended (but that's not made clear; s40(1)(c) uses 'comprises'), or it's superfluous to what's already in s40(1)(c) (in which case, not good drafting practice to include). It would be somewhat of a halfway house between financial reporting provisions prior to the FR reform and the financial reporting amendments made across the statute book by the FR (Amendments to Other Enactments) Act.

However, possible policy point: Your email says that a Board rep has confirmed ‘that preparing financial statements *in accordance with GAAP* would not cause any difficulty for the Board’. I wondered if you were thinking along the lines of a similar amendment being made to section 40 as is proposed for s39(2)(b)? If it is the case that a desired policy result is that the Board’s s40 financial statements should be prepared in accordance with GAAP, then s40 could be amended along similar lines to s39, and s40(1)(c)(i) to (iv) (or as much in those para as is covered by GAAP) could be stripped out for the same reason as the detail was stripped out of s39. The policy statement and preamble would also need updating.

ATTACHMENT B

39 Specified amenity does annual report

- (1) This section applies to a specified amenity that has received or is receiving funding under this Act for a financial year.

(2) The specified amenity must prepare a report that—

- (a) assesses the amenity's application of the funding against the matters specified in the amenity's annual plan for the year under [section 23\(4\)](#); and
- (b) contains financial statements for the year consisting of—
 - (i) a statement of financial position prepared in accordance with the New Zealand International Financial Reporting Standards; and
 - (ii) an overall operating statement; and
 - (iii) a statement of cash flows; and
 - (iv) any other statements necessary to fairly reflect the amenity's financial position, the resources available to it, and the financial results of its operations; and
 - (v) any other information reasonably necessary to enable the Funding Board to make an informed assessment of the amenity's operations for the financial year as set out in its annual plan.

(3) If a specified amenity has the same financial year as the Funding Board, the financial statements provided under subsection (2)(b) must be audited and the annual report must contain the auditor's report.

(4) If a specified amenity has a different financial year from that of the Funding Board, the financial statements provided under subsection (2)(b) need not be audited but subsection (5) applies.

(5) When subsection (4) applies, the specified amenity—

- (a) must prepare audited financial statements for the financial year for the specified amenity; and
- (b) must provide those audited financial statements and auditor's report to the Funding Board within three months after the end of the specified amenity's financial year.

(6) The specified amenity must prepare the report and send it to the Funding Board within 3 months after the end of the financial year to which it relates.

40 Funding Board does annual report

- (1) The Funding Board must, at the end of every financial year, prepare a report that—
 - (a) assesses the Funding Board's performance; and
 - (b) assesses the performance of each of the specified amenities, taking into account their annual reports under [section 39](#); and
 - (c) contains audited financial statements for the year consisting of—
 - (i) a statement of financial position of the Funding Board; and
 - (ii) an overall operating statement of the Funding Board; and
 - (iii) a statement of cash flows of the Funding Board; and
 - (iv) any other statements necessary to fairly reflect the Board's financial position, the resources available to it, the financial results of its operations, and the financial results of the specified amenities' operations; and
 - (d) contains the auditor's report on the financial statements; and
 - (e) contains any other information necessary to enable an informed assessment of the operations of the Funding Board and the specified amenities for the financial year as set out in the Board's funding plan adopted for the financial year.
- (2) The Funding Board must adopt the report within 5 months after the end of the financial year to which it relates.
- (3) Within 20 working days of adopting the report, the Funding Board must—
 - (a) make a copy available for public inspection; and
 - (b) give public notice that a copy is available for public inspection; and
 - (c) send a copy to the Auckland Council and the Amenities Board.

Section 40(3)(c): amended, on 1 November 2010, by [section 113\(1\)](#) of the Local Government (Auckland Transitional Provisions) Act 2010 (2010 No 37).

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

31 October 2017

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

Subject: **Funding Board Policies**

1. The Funding Board has previously adopted (March 2015) Human Resource related policies covering a variety of issues such as:

Policy	Reviewed	Recommended Action
a) Code of Conduct	March 2015	Re-confirm
b) Confidentiality	March 2015	Re-confirm
c) Conflict of Interest	March 2015	Re-confirm
d) Engagement [with Specified Amenities]	March 2015	Re-confirm
e) Ethics	March 2015	Re-confirm
f) Fraud	March 2015	Re-confirm
g) Gifts and Inducements	March 2015	Re-confirm
h) Media	March 2015	Re-confirm
i) Public Comments	March 2015	Re-confirm

In addition, the board has adopted:

- j) Standing Orders [to cover meeting procedures]
 - k) Delegated Authorities [primarily financial]
2. Audit New Zealand has again reviewed the Funding Boards existing policies as part of the 2017 Annual Audit. To date there have been no comments of feedback necessitating changes to those policies.
3. Audit New Zealand also looks to see whether new policies have been considered and/or adopted by the board to reflect legislative, societal or other changes.
4. As it is now over two years since the last review, it is timely that the Funding Board review and update (if required) the existing policies and consider whether any additional policies are required.

5. When the board was established, it initially looked to Auckland Council for policy precedents as templates for the board to use rather than developing policies from scratch. Most of the current policies are based on those used by Auckland Council, modified as appropriate for the boards use.
6. A recent scan of current Auckland Council policies indicates that there are a number of new / additional policies that may be appropriate for the Funding Board to also consider adopting. These policies include and cover:

Policy	Recommended Action
a) Social Media	Review, modify and adopt
b) Portable Devices Use and Security	Review, modify and adopt into one policy
c) Computer, Phone and Tablet use	
d) Respect at Work	Already covered. No action
e) Gifts and Hospitality	Already covered. No action
f) Communications	Already covered. No action
g) News Media	Already covered. No action
h) Personal Safety and Security in the Workplace	Review, modify and adopt
i) Staff and Members Expense Reimbursement	Review, modify and adopt

7. Audit New Zealand also publishes its own guidelines for:

a) Code of Conduct	Already covered. No action
b) Gifts and Grants	
c) Managing Conflicts of Interest	
d) Public Communications	

8. Given the nature and activities of the board, not all of the Auckland Council policies in 6 above will be relevant to the board. These should be reviewed, modified for the board's use, and adopted as applicable for the boards work.
9. It is recommended that:
 - a. The existing policies be re-confirmed for use by the board,
 - b. That a 2/3 person working group be established to review and update existing policies (if necessary) and draft new policies covering: Social Media, Personal Safety and Security in the Workplace and Expense Reimbursements for the board to consider at a subsequent meeting.

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

4.3 If people other than designated spokespeople 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.