

Auckland Regional Amenities Funding Board - Te Poari ā-Takiwā Tuku Pūtea Taonga Whakaahuru

BOARD PACK

for

ARAFB Business Meeting

Tuesday, 7 November 2023

12:00 pm (NZDT)

Held at:

Offices of Buddle Findlay (Primary Location)

Level 18, 188 Quay Street, Auckland 1010

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AGENDA

ARAFB BUSINESS MEETING

Name:	Auckland Regional Amenities Funding Board - Te Poari ā-Takiwā Tuku Pūtea Taonga Whakaahuru
Date:	Tuesday, 7 November 2023
Time:	12:00 pm to 4:00 pm (NZDT)
Location:	Offices of Buddle Findlay (Primary Location), Level 18, 188 Quay Street, Auckland 1010
Board Members:	Paula Browning, Scott Pearson (Chair), Alastair Carruthers, Jonny Gritt, Moana Tamaariki-Pohe, Victoria Carter , Penelope Peebles, Linda Cooper, Ravi Nyayapati
Attendees:	Advisory Officer - Leigh Redshaw
Apologies:	Paul Evans

Notes:

DEPENDING ON PROGRESS OF THE EARLIER WORKSHOP THE CHAIR MAY NEED TO OPEN THEN ADJOURN THE MEETING AT 12:00PM TO ENABLE THE EARLIER DISCUSSIONS TO BE CONCLUDED

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

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.
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1. Opening Meeting

1.1 Opening Karakia

Scott Pearson

An opening karakia will be undertaken at the beginning of the meeting.

1.2 Apologies

Scott Pearson

At the close of the agenda apologies for leave had been received from Paul Evans

1.3 Confirm Minutes

Scott Pearson

That the ordinary minutes of the meeting of the Auckland Regional Amenities Funding Board held on 27 June 2023, including the confidential sections be to confirmed as a true and correct record, and the Advisory Officer be authorised to affix the chairs electronic signature to the minutes.

Supporting Documents:

1.3.a ARAFB-20230627 - OPN-MIN.pdf

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1.4 Extraordinary Business

Scott Pearson

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.”

1.5 Interests Register

Scott Pearson

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.

Opportunity for members to update the Register of Members Interest.

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.

Supporting Documents:

1.5.a Interests Register

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1.6 Notices of Motion

Scott Pearson

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

2. Presentations to the Board

2.1 Public Forum

Scott Pearson

A period of time (approximately 30 minutes) is set aside for members of the public to address the meeting on matters within its delegated authority. A maximum of 10 minutes per item is allowed, following which there may be questions from Directors.

At the time of preparing the agenda there were no requests from anyone to present in public forum.

2.2 Report From Amenities Board and/or Specified Amenities

Scott Pearson

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

Due to the nature of the business to be shared by the Specified Amenities, Ms Victoria Travers, Chair of the Amenities Board, will present an item to the Funding Board during the Confidential portion of the Business meeting.

3. Board Activities Since Last Meeting

3.1 Chairs Report

Scott Pearson

Providing the Chair with the opportunity to provide an oral update to 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.

3.2 Members Activities With Specified Amenities and Board Member Reports

Scott Pearson

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.

4. Management Reports

4.1 Advisory Officers Report

Advisory Officer - Leigh Redshaw

Providing the Advisory Officer with the opportunity to provide an oral update to 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.

4.2 Finance Report

Advisory Officer - Leigh Redshaw

Providing the Funding Board with an overview of financial position of the Funding Board as at 31 October 2023 and any other matters of a financial nature.

Supporting Documents:

4.2.a	20231031 Financial Report at 31 Oct 2023.pdf	20
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4.3 Timetable of Meetings - 2024

Advisory Officer - Leigh Redshaw

The Directors are required to set the proposed timetable of meetings for 2024

Supporting Documents:

4.3.a	20231031 Timetable of Meetings 2024 .pdf	20
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5. Draft 2024-2025 Funding Plan

5.1 Draft 2024-2025 Funding Plan; Administration Budget; Director Remuneration

Advisory Officer - Leigh Redshaw

The Directors must agree on the draft administration budget, the proposed directors fees for 2024-2025 to be incorporated into the Draft 2024-2025 Funding Plan.

Supporting Documents:

5.1.a	Draft 2024-2025 Funding Plan Admin Budget and Director Remuneration.pdf	23
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6. Exclusion of the Public

6.1 Exclusion of Public: Local Government Official Information & Meetings Act

Scott Pearson

Leigh Redshaw	
<u>Advisory Officer</u>	
<u>Section 48, Local Government Official Information and Meetings Act 1987:</u>	

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:

6.2 Minutes of the Confidential Meeting held on 27 June 2023

Scott Pearson

Minutes of the Confidential Meeting of the Funding Board held on 27 June 2023.

6.3 Amenities Board - Ms Victoria Travers (Chair)

Ms Victoria Travers, Chair - Amenities Board, wishes to address the board on matters relating to the Amenities Board.

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

6.4 Provisional Allocation of Grants and Draft 2024-2025 Funding Plan

Scott Pearson

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

	<p>Section 7(2)(i)</p> <p>The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	
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Following the Workshop to be held prior to this Business Meeting the Directors will have determined the provisional allocation of grants to each of the Specified Amenities for 2024-2025, together with any conditions attached to the grants.

7. Close Meeting

7.1 Close the meeting

Next meeting: ARAFB meet Auckland Council re 2024 Levy / Grants - 9 Nov 2023, 12:30 pm
A karakia will be recited at the conclusion of the meeting.

Auckland Regional Amenities

Funding Board

MINUTES OF A MEETING OF THE AUCKLAND REGIONAL AMENITIES FUNDING BOARD

HELD ON TUESDAY, 27 JUNE 2023, 10:00AM
Meeting Room, Buddle Findlay
Level 18, HSBC Tower
188 Quay Street, Auckland 1010

Chair	Mr	Scott	Pearson
Deputy Chair	Ms	Paula	Browning

Members:

Mr	Alastair	Carruthers
Ms	Anita	Killeen
Ms	Lyn	Lim
Ms	Victoria	Carter

ALSO PRESENT:

Advisory Officer	Mr	Leigh	Redshaw	
	Ms	Barbara	Glaser	CEO - APO
	Ms	Kate	Vennell	APO - Trustee
	Ms	Victoria	Travers	CEO - Stardome

**TUESDAY
27 JUNE 2023**

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

MINUTES

1.1 The meeting commenced with a karakia led by Paula Browning.

1.2 **APOLOGIES**

Moved: Lyn Lim / Anita Killeen

A. That apologies for sick leave were received from Megan McSweeney and Moana Tamaariki-Pohe and leave of absence from Bryan Mogridge be accepted.

CARRIED

1.3 **CONFIRMATION OF MINUTES**

Moved: Anita Killeen / Paula Browning

A. That the ordinary minutes of the meeting of the Auckland Regional Amenities Funding Board held on 28 April 2023, including the confidential sections, be confirmed as a true and correct record, and the Advisory Officer be authorised to affix the chairs electronic signature to the minutes.

CARRIED

1.4 **EXTRAORDINARY BUSINESS**

There was no extraordinary business.

1.5 **REGISTER OF MEMBERS**

Moved: Anita Killeen / Paula Browning

A. That the Register of Members Interests be updated in respect of Lyn Lim, Victoria Carter and Paula Browning.

CARRIED

1.6 **NOTICES OF MOTION**

There were no notices of motion.

2.1 **PUBLIC FORUM**

There were no items for Public Forum.

2.2 **REPORT FROM AMENITIES BOARD / SPECIFIED AMENITIES**

There was no report from the Chair of the Amenities Board.

**TUESDAY
27 JUNE 2023**

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

MINUTES

2.3 REPORT FROM AMENITIES BOARD / SPECIFIED AMENITIES

Moved/Seconded: Lyn Lim / Paula Browning

- A. That Ms Victoria Travers, CEO Stardome, be thanked for her update on the recent redevelopment of the Stardome Observatory and Planetarium facility.**

CARRIED

At this point in the agenda, it was decided that the meeting would consider the two confidential items (Item 6.1) (10:40AM).

Following the conclusion of the Confidential Section of the Agenda, the business meeting resumed at 11:42AM.

3.1 CHAIR'S REPORT

Moved: Paula Browning / Alastair Carruthers

- A. That the oral report from the Chair be received.**

CARRIED

3.2 MEMBERS ACTIVITIES WITH SPECIFIED AMENITIES AND BOARD MEMBERS' REPORTS

Moved: Victoria Carter / Anita Killeen

- A. That the Members Activities information and Board Members verbal reports be received and the register of activities and gifts be updated.**

CARRIED

4.1 ADVISORY OFFICER'S REPORT

Moved: Paula Browning / Lyn Lim

- A. That the Advisory Officer's oral report be received.**

CARRIED

4.2 FINANCIAL REPORTS TO 20 JUNE 2023

Moved: Alastair Carruthers / Scott Pearson

- A. That the Financial Report to 20 June 2023 be received.**

CARRIED

**TUESDAY
27 JUNE 2023**

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

MINUTES

5.1 APPOINTMENT OF CHAIR AND DEPUTY CHAIR 2023-2024

Moved: Alastair Carruthers / Anita Killeen

That the Funding Board:

- A. Thanks Mr Scott Pearson and Ms Paula Browning for their valued leadership and work whilst fulfilling the roles of Chair and Deputy Chair for the 2022-2023 term.**

CARRIED

Board Member Anita Killeen led a discussion that confirmed the current Chair and Deputy Chair had indicated they wished to re-stand for their positions, and confirmed there were no other nominations for the roles.

Moved: Lyn Lim / Anita Killeen

- B. Appoints Scott Pearson as Chair of the Auckland Regional Amenities Funding Board for the 2023-2024 term with effect from 1 July 2023.**

CARRIED

Moved: Victoria Carter / Anita Killeen

- C. Appoints Paula Browning as Deputy Chair of the Auckland Regional Amenities Funding Board for the 2023-2024 term with effect from 1 July 2023.**

CARRIED

Moved: Anita Killeen / Victoria Carter

- D. Approves the re-appointment of Scott Pearson (Chair), Paula Browning (Deputy Chair) and member Victoria Carter as a full signatories on the ASB Bank accounts operated by the Funding Board, effective from/about 1 July 2023.**

CARRIED

Board members took the opportunity to acknowledge the contribution made by departing members Anita Killeen and Lyn Lim who will retire from the board with effect from the appointment of new trustees in approximately August 2023.

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

Moved: Victoria Carter / Anita Killeen

**TUESDAY
27 JUNE 2023**

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

MINUTES

- A. 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:

C 1.1 Presentation from Ms Barbara Glaser and Ms Kate Vennell (APO)

C 2.1 2023-2024 Advisory Officer Contract Renewal

- B. That Ms Barbara Glaser and Ms Kate Vennell be permitted to remain for item C1.1 only.**
- C. That Mr Leigh Redshaw, Advisory Officer, be required to leave the meeting while item C2.1 is discussed.**

CARRIED

Members of the public were excluded from the meeting at 10:40AM.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

The meeting was re-opened to members of the public at 11:42AM.

Paula Browning closed the meeting with a Karakia.

There being no further business the Chair declared the meeting closed at 12:33PM.

**CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE
AUCKLAND REGIONAL AMENITIES FUNDING BOARD HELD ON:**

Chair:

Date:

Interests Register

Auckland Regional Amenities Funding Board - Te Poari ā-Takiwā Tuku Pūtea Taonga Whakaahuru

As of: 31 Oct 2023

Person	Organisation	Active Interests	Notice Date
Alastair Carruthers	Auckland Unlimited	Director	11 Aug 2022
	Carruthers Consulting Ltd	Director and Shareholder	11 Aug 2022
	Cornwall Park Trust Board	Trustee	11 Aug 2022
	Homeland NZ Enterprises Ltd	Director and Shareholder	11 Aug 2022
	Homeland NZ Trading Ltd	Director and Shareholder	11 Aug 2022
	New Zealand Film Commission	Chair	1 Oct 2022
	Ring Hora, Services Workforce Development Council, Tertiary Education Commission	Trustee and Board Member	11 Aug 2022
	Tāmaki Paenga Hira - Auckland War Memorial Museum	Trustee and Board Member	11 Aug 2022
Jonny Gritt	The Lottery COmmunity Northland Committee	Member	24 Aug 2023
Linda Cooper	Auckland Justice of the Peace Association	Member - JP	23 Aug 2023
	Community Patrol NZ (Henderson Branch)	Patron	23 Aug 2023

	Family Action Trust	Chair	23 Aug 2023
	Institute of Directors	Member	23 Aug 2023
	Judith Eastgate Family Trust	Trustee (non-beneficial)	23 Aug 2023
	Massey High School Foundation	Trustee	23 Aug 2023
	Noel Cooper Realty Ltd	Shareholder	23 Aug 2023
	Waitakere Health Link	Chair	23 Aug 2023
	Waitakere Licensing Trust	President	23 Aug 2023
	West Auckland Trust Services Ltd	Director	23 Aug 2023
Moana Tamaariki-Pohe	Maurea Consulting	Head of Training	1 Nov 2022
	Ngāti Whātua Whai Mai Ltd	Lead - Business Mentoring	9 Jan 2023
	Orākei Water Sport Inc	President	9 Jan 2023
	Tāmaki Paenga Hira - Auckland War Memorial Museum	Representative - Taumata a Iwi	9 Jan 2023
Paul Evans	BioGro New Zealand Limited	Independent Director	24 Aug 2023
	Edison Consulting Group Limited	Director	19 Sept 2023
	Hospice West Auckland	Trustee	24 Aug 2023
	Institute of Directors	Chartered Member	24 Aug 2023
	Localised Limited	Independent Chair	24 Aug 2023
	Maria Maria Limited	Shareholder and Director	24 Aug 2023
	Matakite Consulting	Owner	24 Aug 2023
	Ministry for the Environment	Waste Investment Panel Member	24 Aug 2023
	MRCagney (NZ) Limited	Independent Chair	24 Aug 2023

	WasteMINZ	Elected Board Member	24 Aug 2023
Paula Browning	Auckland Chamber of Commerce	Tech Advisory Panel	27 Jun 2023
	Auckland Chamber Tech Working Group	Member	5 Sept 2023
	Creative New Zealand and Ministry of Culture and Heritage	On-going engagement with CNZ through role at WeCreate	28 Jul 2022
	Entain (formerly TAB NZ)	Sustainability Advisory Panel	27 Jun 2023
	Institute of Directors	Chartered Member	28 Jul 2022
	MCH - Heritage Artist Resale Royalty Advisory Group	Member	18 Oct 2022
	Tāmaki Regional Skills Leadership Group	Member	5 Sept 2023
	WeCreate Incorporated	Chair	28 Jul 2022
Penelope Peebles	CVC Check	Penelope's husband (James Sutherland) is NZ Managing Director of the Australian public listed company that supplies Auckland Council with 'background screening services'.	23 Aug 2023
	Manchester Unity Friendly Society	Director	23 Aug 2023
	Penelope Peebles Advisory	Shareholder / Director	23 Aug 2023
	St Cuthbert's College Educational Trust Board	Trustee	23 Aug 2023
	Whatapaka Equestrian Ltd	Shareholder / Director	23 Aug 2023
Ravi Nyayapati	AUT	Industry Panel Advisory Board Member	28 Aug 2023
	Badminton New Zealand	Board Member	28 Aug 2023
	Counties Manukau Badminton Association	Board Member	28 Aug 2023
	Eventfinda Stadium	Board Trustee	5 Sept 2023

	Institute of Directors	Chartered Member	28 Aug 2023
	Lynfield College	Deputy Chair, Board of Trustees	28 Aug 2023
	Palmerston North City Council	Contractor	28 Aug 2023
	Peace Consulting LTD	Shareholder & Director	28 Aug 2023
	Te Wānanga o Aotearoa	Member of Audit & Risk Committee (Te Ārai Tūpono)	28 Aug 2023
Scott Pearson	Association of Certified Fraud Examiners	CFE	28 Jul 2022
	Auckland Council	Contractor - Three Waters Project	28 Jul 2022
	Chartered Accountants Australia New Zealand	Chartered Accountant	28 Jul 2022
	CPA Australia	FCPA	28 Jul 2022
	Gambling Commission	Commissioner	27 Jul 2022
	Institute of Directors	Chartered Member	28 Jul 2022
	Selwyn College	Trustee	27 Jul 2022
	The Big Idea	CFO	27 Jul 2022
Victoria Carter	Auckland Eye	Director	8 Feb 2023
	Camden Farms Ltd	Director	28 Jul 2022
	Camden Investments Ltd	Director	28 Jul 2022
	Carter Bloodstock Ltd	Director	28 Jul 2022
	Davies-Booth Associates	Director	28 Jul 2022
	Friends of Laura Fergusson Trust Inc.	Chair	28 Jul 2022
	Institute of Directors	Chartered Fellow	28 Jul 2022
	James Fletcher Management	Director	28 Jul 2022
	Mrs Mac's NZ Limited	Director	27 Jun 2023
	Ngati Awa Asset Holdings	Director	28 Jul 2022

Ngati Awa Group Holding Ltd	Director	28 Jul 2022
Ngati Awa The Strand Development GP Ltd	Director	28 Jul 2022
Ngati Awa Tourism	Director	28 Jul 2022
Waka Kotahi - People Culture and OSH	Chair	28 Jul 2022
Waka Kotahi (NZTA)	Director	28 Jul 2022

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

31 October 2023

To: Auckland Regional Amenities Funding Board Directors

From: Leigh Redshaw, Advisory Officer

Subject: Schedule of Meetings 2024

It is necessary for the board to confirm the schedule of meetings for 2024. Although the location of meetings has traditionally been at the offices of Buddle Findlay (HSBC Tower), the board may wish to move the location of meetings around to the premises of certain amenities throughout the year.

The location of each meeting can be determined in advance and notified to interested parties via the public notice process the board is required to undertake.

Due to the nature of the role of the board in meeting its obligations under the legislation there is not much scope to move the dates of meetings by more than a few days either side of the suggested dates.

The proposed schedule of meetings has been determined as listed below:

DRAFT Schedule of Meetings 2024

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

Where there are combined workshop / meetings dates an early start may be required.

	2024	Meeting / Workshop	Nature of Key Business
Monday	18 December 2023		<ul style="list-style-type: none"> Publish draft 2024-2025 Funding Plan
Tuesday	6 February 2024		<ul style="list-style-type: none"> Closing date for submissions on Draft 2024-2025 Funding Plan
Tuesday	13 February 2024	Meeting	<ul style="list-style-type: none"> FIRST MEETING OF THE YEAR Funding Board holds Public Hearings to receive written and oral submissions on the Draft 2024-2025 Funding Plan All oral submissions must be heard in the Open section of the meeting
Tuesday	20 February 2024 Depending on the number and nature of submissions (supra) this meeting may be	Meeting	<ul style="list-style-type: none"> Funding Board finalises final allocation of grants for 2024-2025 Considers and approves final version of Draft 2024-2025 Funding Plan

	2024	Meeting / Workshop	Nature of Key Business
	able to be amalgamated with the meeting on 13 Feb 2024		<ul style="list-style-type: none"> Plan submitted to Auckland Council to consider and approve the proposed levy for 2024-2025
TBC	February / March	Amenity Visits	<ul style="list-style-type: none"> Opportunity to visit, meet and greet key personnel at each Specified Amenity home-base.
Tuesday	March 2024	Council Committee	<ul style="list-style-type: none"> Auckland Council Committee considers ARAFB levy requirement for 2024-2025
Tuesday	26 March 2024	Meeting and Workshop	<ul style="list-style-type: none"> General Business (Meeting) Funding Board meets to fix levy for 2024-2025 – must be done by 30 April 2024 (Meeting) Review FB Policies: Sustainability Framework (Workshop)
Friday	23 April 2024	Meeting and Workshop	<ul style="list-style-type: none"> Funding Board meets to fix levy for 2024-2025 – must be done by 30 April 2024 (if March meeting does not proceed) (Meeting) Review 2024-2025 Grant Process / Questionnaire etc (Workshop)
Tuesday	25 June 2024	Meeting	<ul style="list-style-type: none"> Funding Board Business Meeting Appoint Chair / Dep Chair for 2024-2025 term.
Tuesday	3 Sept 2024 Or 10 Sept Earlier start (all day)	Workshop	<ul style="list-style-type: none"> Funding Board receives Amenity presentations for 2025-2026
Tuesday	10 Sep 2024 or 17 Sept		<ul style="list-style-type: none"> Closing date for 2025-2026 Funding Applications
Tuesday	24 Sept 2024 or 1 Oct Earlier start (all day)	Workshop	<ul style="list-style-type: none"> Funding Board considers 2025-2026 Funding Applications for first time

	2024	Meeting / Workshop	Nature of Key Business
Monday	30 September 2024		<ul style="list-style-type: none"> 2024 Annual Reports and Audited Financial Statements due from Specified Amenities
Tuesday	15 Oct 2024 Earlier start (all day)	Workshop	<ul style="list-style-type: none"> Amenities present their 2023-2024 Annual Trading Results
Tuesday	5 Nov 2024	Workshop Followed by Meeting	<ul style="list-style-type: none"> Funding Board considers any further information supplied following meeting on 24 Sept 2024 (Workshop) Funding Board makes provisional allocation of grants for 2025-2026 for inclusion in Draft 2025-2026 Funding Plan (Meeting)
	5 - 19 Nov 2024		<ul style="list-style-type: none"> Chair meets AKL Council reps to discuss proposed levy for 2025-2026
Tuesday	19 Nov 2024 or 26 Nov 2024 (standby only)	Meeting	<ul style="list-style-type: none"> Adopt ARAFB 2024 Annual Report Confirm provisional allocation of grants for 2025-2026 Approve Draft 2025-2026 Funding Plan for publication in December 2024
Monday	16 Dec 2024		<ul style="list-style-type: none"> Publish draft 2025-2026 Funding Plan

Adopted and approved _____

Recommendations:

That the Schedule of Meeting and Workshop Dates for 2024 be adopted and circulated to the Specified Amenities and Auckland Council.

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

31 October 2023

To: Chair and Directors Auckland Regional Amenities Funding Board

From: Leigh Redshaw, Advisory Officer

Subject: Administrative Budget; and Director Remuneration; Draft 2024-2025 Funding Plan

The Draft 2024-2025 Funding Plan is currently being prepared ready for publication on/about 18 December 2023 seeking public submissions on the proposed plan.

Administrative Budget 2024-2025

The administrative costs cover the honorariums of directors, plus the cost of the Advisory Officer and all other administrative costs, such as secretarial services, printing, advertising, meeting costs, legal, consultancy or other professional advice received.

	Budget 2024	Budget 2025	Budget 2026	Budget 2027
Income				
Levies for Grants				
Levies for Admin Costs	\$372,250	\$396,000	\$414,000	\$425,500
Total Income	\$372,250	\$396,000	\$414,000	\$425,500
Expenses				
Audit fees	\$10,000	\$11,500	\$12,500	\$13,500
Grants distributed				
Legal fees	\$37,000	\$38,000	\$39,000	\$39,000
Advisory Officer	\$64,500	\$68,000	\$70,000	\$72,000
Consultants	\$36,000	\$36,000	\$37,000	\$37,000
Board member fees	\$212,500	\$230,000	\$242,000	\$250,000
Administration expenses	\$12,000	\$12,500	\$13,500	\$14,000
Total Expenses	\$372,250	\$396,000	\$414,000	\$425,500
Net Deficit (funded from retained earnings)				

The new budget allows for increases in honorariums and the advisory officer remuneration. The board currently holds sufficient retained earnings to cover any unbudgeted items of expenditure should these arise.

Review Board Member Remuneration for 2024-2025

The honorariums paid to Funding Board members must be reviewed annually in accordance with the provisions of the Auckland Regional Amenities Funding Act. The Draft 2024-2025 Funding Plan must provide details of the proposed levels of remuneration to be paid to board members.

The honorariums for directors of the Funding Board must be approved by Auckland Council. The rates proposed for 2024-2025 are consistent with those forecasted in the 2023-2024 Funding Plan.

The proposed board member remuneration for 2024-2025 is as follows:

	2024-2025	2023-2024	Annual Change
Chair	\$40,000	\$37,000	+\$3,000
Deputy Chair	\$30,000	\$27,750	+\$2,250
Members (8)	\$20,000	\$18,500	+\$1,500

This equates to an annual cost of \$230,000 (2023-2024: \$212,750).

The table below sets out the movements in honorarium rates since 2019:

Year	Member	Deputy Chair	Chair	Comments
2023-2024	18,500	27,750	37,000	
2022-2023	18,000	27,000	36,000	this is equal to the level it would have been had the member rate increased by \$500 pa each year since 2020-2021
2021-2022	16,500	24,750	33,000	held for second time as part of further budget constraints
2020-2021	16,500	24,750	33,000	prior to last minute COVID related changes to levy / grants and remuneration - Council had approved rem of \$17,500 / 26,260 / 35,000
2019-2020	16,500	24,750	33,000	

The Funding Board has, and continues to, operate in a fiscally prudent manner and strives to minimise its costs wherever possible. If approved by Auckland Council, the rates would be payable from 1 July 2024.

Auckland Council has previously requested that the honorariums be reviewed and adjusted annually, rather than every two or three years. Honorariums were not increased for a period of three years due to the impacts of COVID-19.

It is necessary for the board to adopt a level of remuneration to recommend to Auckland Council for consideration and approval, and for these rates to be detailed in the Draft 2024–2025 Funding Plan when it is published for public consultation in December 2023.

Draft 2024-2025 Funding Plan

The maximum levy for 2024-2025 to be included in the funding plan will be based on a calculation representing 2% of the Auckland Council total rates revenue for the year ended 30 June 2023. Auckland Council recently published this rate income information in its 2023 annual report as \$2,290 million. The maximum levy is therefore \$45.8 million.

Under the provisions of the Act, the Draft 2024-2025 Funding Plan is to be published seeking public submissions on the proposed grant allocations and any other matters raised in the plan. It is proposed that the Draft 2024-2025 Funding Plan be published on/about 18 December 2023 and remain open for public submissions until 5PM on 6 February 2024.

Following the submission period, the Funding Board will meet on 15 February 2022 to consider the written submissions and receive any oral submissions that submitters may wish to make to the Board.

The Draft 2024-2025 Funding Plan is currently in draft form only. Following the meeting on 7 November, additional information (the administration budgets, remuneration details, provisional grant allocations and any conditions (if applicable)), will be incorporated into the plan prior to being further considered and adopted by the board in late November, then published in December 2023.

Recommendations:

That the Funding Board:

- A) Approves the overall draft administrative budget of \$396,000 for 2024-2025 to be incorporated in the draft funding plan.
- B) Approves the proposed rates of board member remuneration for 2024-2025 as:

	2024-2025	2023-2024	Annual Change
Chair	\$40,000	\$37,000	+\$3,000
Deputy Chair	\$30,000	\$27,750	+\$2,250
Members (8)	\$20,000	\$18,500	+\$1,500

- C) Instructs the Advisory Officer to send details of the proposed board member remuneration to Auckland Council for consideration and approval.
- D) Instructs the Advisory Officer to incorporate the administrative budgets, board member remuneration and proposed grant allocations into the Draft 2024-2025 Funding Plan to enable the Annual Report and Funding Plan Working Party to finalise the plan and recommend to the Chair and Deputy Chair that they approve the final version prior to publishing in December 2023
- E) Notes that the closing dates for submissions on the Draft 2024-2025 Funding Plan is 5PM on Tuesday, 6 February 2024.