

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

BOARD PACK

for

ARAFB Business Meeting

Tuesday, 11 June 2024

10:00 am (NZST)

Held at:

Offices of Buddle Findlay (Primary Location)

Level 18, 188 Quay Street, Auckland 1010

INDEX

Cover Page

Index

Agenda

Attached Documents:

1.3 a	ARAFB-20240430 - OPN-MIN.pdf.....	9
1.5 a	Interests Register.....	14
5.1 a	DRAFT UPDATED Funding Application 2025-2026 June 2024.pdf.....	19
5.1 b	CURRENT TEMPLATE Funding Application 2025-2026.pdf.....	49
6.1 a	20240604 ARAFB Appointment of Chair and Deputy Chair.pdf.....	67

AGENDA

ARAFB BUSINESS MEETING

Name:	Auckland Regional Amenities Funding Board - Te Poari ā-Takiwā Tuku Pūtea Taonga Whakaahuru
Date:	Tuesday, 11 June 2024
Time:	10:00 am to 2:00 pm (NZST)
Location:	Offices of Buddle Findlay (Primary Location), Level 18, 188 Quay Street, Auckland 1010
Board Members:	Acting Chair Paula Browning, Alastair Carruthers, Victoria Carter , Linda Cooper, Paul Evans, Ravi Nyayapati, Scott Pearson, Penelope Peebles, Moana Tamaariki-Pohe
Attendees:	Leigh Redshaw
Apologies:	Jonny Gritt
Guests/Notes:	Zac Franich (SLSNR)

1. Opening Meeting

1.1 Opening Karakia

Acting Chair Paula Browning

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

1.2 Apologies

Acting Chair Paula Browning

At the close of the agenda apologies for leave had been received from Jonny Gritt.

1.3 Confirm Minutes

Acting Chair Paula Browning

That the ordinary minutes of the meeting of the Auckland Regional Amenities Funding Board held on 30 April 2024, 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-20240430 - OPN-MIN.pdf	9
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1.4 Extraordinary Business

Acting Chair Paula Browning

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

Acting Chair Paula Browning

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

14

1.6 Notices of Motion

Acting Chair Paula Browning

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

2. Presentations to the Board

2.1 Public Forum

Acting Chair Paula Browning

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

Acting Chair Paula Browning

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.

- Mr Zac Franich - General Manager, Surf Life Saving Northern Region will address the board on matters relating to recent government announcements regarding funding to Surf Life Saving New Zealand and the follow-on impacts on Surf Life Saving Northern Region.
- Due to the nature of the business to be shared by the Specified Amenities, Ms Victoria Travers, CEO of Stardome and 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

Acting Chair Paula Browning

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

Acting Chair Paula Browning

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

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.

5. 2025-2026 Funding Applications

5.1 2025-2026 Funding Applications

Penelope Peebles, Ravi Nyayapati

The Funding Application form has been updated for the 2025-2026 and the updated form is attached for consideration and approval by the board.

It is also necessary for the board to confirm the closing date for 2025-2026 Funding Applications to be submitted to the board. This has previously been signalled as: Tuesday 17 September 2024, with the Specified Amenities invited to attend a workshop on Tuesday 10 September to provide an overview of key items included in the 2025-2026 Funding Application.

Supporting Documents:

5.1.a	DRAFT UPDATED Funding Application 2025-2026 June 2024.pdf	19
5.1.b	CURRENT TEMPLATE Funding Application 2025-2026.pdf	49

6. Appointment of Chair and Deputy Chair 2024-2025 (Incl. Update Bank Signatories)

6.1 Appointment of Chair and Deputy Chair 2024-2025 and Bank Signatories

Acting Chair Paula Browning

Under the provisions of the Auckland Regional Amenities Funding Act the positions of Chair and Deputy Chair are to be appointed on an annual basis with effect from 1 July 2024.

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

It is necessary for the Funding Board to appoint a Chair and Deputy Chair for the 2024-2025 year.

As there will be a change of personnel / roles effective from 1 July 2024 it is also necessary to update the bank account signatories.

Supporting Documents:

6.1.a	20240604 ARAFB Appointment of Chair and Deputy Chair.pdf	67
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7. Exclusion of the Public

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

Acting Chair Paula Browning

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:

7.2 C1.1 Minutes of the Confidential Meeting held on 30 April 2024

Acting Chair Paula Browning

Minutes of the Confidential Meeting of the Funding Board held on 30 April 2024.

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

7.3 C2.1 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.	<p>Section 7(2)(h)</p> <p>Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</p>	Public conduct of matter would be likely to result in disclosure of information for which good reason to withhold exists under section 7.

7.4 C2.2 Stardome - Ms Victoria Travers (CEO)

An opportunity for Ms Travers to update the Funding Board on operational matters relating to Stardome Observatory and Planetarium.

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.

7.5 C3.1 Advisory Officer Appointment

Acting Chair Paula Browning

Reason for passing this resolution in relation to each matter:	Particular interest(s) protected (where applicable)
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. 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).

An opportunity for Acting Chair Paula Browning to update the board on matters relating to the recruitment process for a new Advisory Officer to commence after 1 July 2024.

8. Close Meeting

8.1 Close the meeting

Next meeting: ARAFB Workshop - 10 Sept 2024, 9:00 am

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, 30 APRIL 2024 10:00AM

Meeting Room, Buddle Findlay
Level 18, HSBC Tower
188 Quay Street, Auckland 1010

PRESENT:

Chair	Mr	Scott	Pearson
Deputy Chair	Ms	Paula	Browning
Members:	Mrs	Moana	Tamaariki-Pohe
	Ms	Victoria	Carter
	Ms	Penelope	Peebles
	Ms	Linda	Cooper
	Mr	Ravi	Nyayapati
	Mr	Paul	Evans

ALSO PRESENT:

Advisory Officer	Mr	Leigh	Redshaw	Excl item C3.1
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TUESDAY
30 APRIL 2024

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

MINUTES

1.1 The meeting was opened with a karakia led by Scott Pearson.

1.2 **APOLOGIES**

Moved: Victoria Carter / Penelope Peebles

A. Apologies from Jonny Gritt and Alastair Carruthers for leave and Ravi Nyayapati for lateness were accepted.

CARRIED

1.3 CONFIRMATION OF MINUTES

Moved: Victoria Carter / Paul Evans

A. That the ordinary minutes of the meeting of the Auckland Regional Amenities Funding Board held on 13 February 2024, including the confidential section, be confirmed as a true and correct record and the Advisory Officer permitted to affix the Chairs digital signature to the minutes.

CARRIED

1.4 **EXTRAORDINARY BUSINESS**

There was no extraordinary business.

1.5 **REGISTER OF MEMBERS INTERESTS**

Moved: Scott Pearson / Paula Browning

A. That the Register of Members Interests be received and updated in respect of Linda Cooper.

CARRIED

1.6 **NOTICES OF MOTION**

There were no notices of motion.

2.1 **PUBLIC FORUM**

There were no deputations for public forum.

2.2 **REPORT FROM AMENITIES BOARD**

This item was covered in the Confidential section (C2.1 and C2.2) of the agenda.

3.1 **CHAIR'S REPORT**

Moved: Paula Browning / Moana Tamaariki-Pohe

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

CARRIED

3.2 **MEMBERS ACTIVITIES WITH SPECIFIED AMENITIES AND BOARD MEMBERS' REPORTS**

Moved: Linda Cooper / Penelope Peebles

TUESDAY
30 APRIL 2024

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

MINUTES

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

CARRIED

4.1 ADVISORY OFFICER'S REPORT

Moved: Paul Evans / Ravi Nyayapati

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

CARRIED

5.1 2024-2025 FUNDING PLAN AND FIXING THE 2024-2025 ANNUAL LEVY

Moved: Victoria Carter / Paula Browning

That the Funding Board:

- A. Ratifies the decisions of the Funding Board made on 21 April 2024 to amend the 2024-2025 Funding Plan to remove the additional funding of \$347,000 allocated to Auckland Theatre Company Ltd at its meeting on 13 February 2024, and to reduce the levy payable by Auckland Council, and to update the 2024-2025 Funding Plan accordingly.

- B. Instructs the Advisory Officer to update the 2024-2025 Funding Plan to incorporate the following additional paragraph:

“The Funding Board will work with Auckland Council and the Auckland Theatre Company Ltd to work on a solution to address Auckland Theatre Company's funding issues by 31 October 2024. If no solution can be found, the Funding Board may use some of its reserves to assist ATC.”

- C. Approves the allocation of grants to the seven Specified Amenities as:

Specified Amenity	Grant Allocation 2024-2025
Auckland Festival Trust	\$4,187,000
Auckland Philharmonia Trust	\$4,900,000
Auckland Theatre Company Ltd	\$2,375,000
Drowning Prevention Auckland -WaterSafe Auckland Incorporated	\$1,260,000
New Zealand Opera Limited	\$1,260,000
Stardome – Auckland Observatory and Planetarium Trust Board	\$1,570,000
Surf Life Saving Northern Region Inc	\$1,975,000
Total Grants Payable	\$17,527,000
Funding Board Administration Budget	\$378,750

**TUESDAY
30 APRIL 2024**

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

MINUTES

Total Grants and Administration Costs	\$17,905,750
Total Levy Payable by Auckland Council	\$17,905,750

- D. Confirms the total levy requirement for 2024-2025 from Auckland Council as \$17,905,750 and requests the Advisory Officer to advise Auckland Council in accordance with the provisions in the Act.
- E. Adopts the 2024-2025 Funding Plan, subject to the Funding Plan and Annual Report Working Group being authorised to update the 2024-2025 Funding Plan to make any editorial changes necessary to finalise the plan.
- F. Requests the Advisory Officer to distribute the final 2024-2025 Funding Plan in accordance with the provisions in the Act.

CARRIED

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

Moved: Linda Cooper / Penelope Peebles

- 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:

C1.1 Minutes of the Confidential Meeting held on 13 February 2024

C2.1 Amenities Report to Funding Board

C2.2 Report from Specified Amenities – Stardome

C3.1 Advisory Officer Contract 2024-2025

- B. That Ms Victoria Travers, (CEO Stardome and Chair – Amenities Board) be permitted to remain for items C2.1 and C2.2.
- C. That Mr Leigh Redshaw remain for items C1.1, C2.1, C2.2 only,

CARRIED

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

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 10:56AM.

TUESDAY
30 APRIL 2024

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

MINUTES

Chair Scott Pearson advised that he was stepping down as Chair with immediate effect from the close of the meeting on 30 April 2024, and Paula Browning will assume the role of Acting Chair until 30 June 2024.

A closing karakia was given by Scott Pearson.

There being no further business the Chair declared the meeting closed at 10:58AM.

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

DATE:

CHAIR:

Interests Register

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

As of: 4 Jun 2024

Person	Organisation	Active Interests	Notice Date
Acting Chair 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
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
	Television New Zealand	Chair	1 Jul 2023
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	Chartered Member	29 Apr 2024
	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
	Parliamentary Services	Member Support- Part time	30 Jan 2024
	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
	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
	Pattle Delamore Partners	Director	28 Nov 2023
	WasteMINZ	Elected Board Member	24 Aug 2023
Penelope Peebles	CV 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	Badminton New Zealand	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
	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
	Repromed New Zealand	Deputy Chair	16 Feb 2024
	The Big Idea	CFO	27 Jul 2022
Victoria Carter	Auckland Eye	Director	8 Feb 2023
	Camben 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
	Joyce Fisher Endowment Fund	Chair	9 Feb 2024
	Laura Fergusson Board Inc.	Chair	9 Feb 2024

Laura Fergusson Trust	Chair	9 Feb 2024
Mrs Mac's NZ Limited	Director	27 Jun 2023
Ngati Awa The Strand Development GP Ltd	Director	28 Jul 2022
Waka Kotahi - People Culture and OSH	Chair	28 Jul 2022
Waka Kotahi (NZTA)	Director	28 Jul 2022

DRAFT AUCKLAND REGIONAL AMENITIES FUNDING BOARD

2025 – 2026 Funding Application

Due Date: 5PM - Tuesday 17 September 2024

Important Notes:

Application relates to the period: **1 July 2025 to 30 June 2026**

The information sought in the application form is required under sections 21, 22 and 23 of the Auckland Regional Amenities Funding Act 2008. It also seeks additional information the Funding Board requires to make its assessment and provisional funding decision [see s23(3)[B] and s24(2)].

All completed applications and accompanying material must be supplied in electronic form using Microsoft Word, Microsoft Excel or in PDF format. Some PDF supplied information may subsequently be requested in Word, Excel or other format.

All information supplied to and held by the Auckland Regional Amenities Funding Board **may be subject to Part 7 of the Local Government Official Information and Meetings Act 1987**. If a request is received for information, it may be released in part or whole by the Funding Board unless the specified amenity provided an explanation in its Funding Application as to why the information should not be released. The Funding Board retains the right to determine what information is released.

Amenity Name:

FUNDING APPLICATION GUIDANCE

Please note the following factors apply when the Auckland Regional Amenities Funding Board assesses funding applications.

The Funding Board...

1. Is required to process and assess funding applications in compliance with the Auckland Regional Amenities Funding Act 2008.
2. Will be seeking assurance that the grants provided specifically address the purposes of the Act, viz; contribute to the well-being of the region; and contribute towards making Auckland a vibrant and attractive place to live in and visit [s3(1)[A][B]].
3. Will not automatically provide grant funding to cover projected trading deficits.
4. Will not fund depreciation charges of the specified amenities.
5. Encourages amenities to undertake adequate asset management planning and fund the replacement of assets through alternative sources.
6. Will examine the effects of any changes to governance, management, structural or business operating models that have occurred or may be proposed, and in particular consequential impacts on the specified amenity's operating costs.
7. Reserves the right to limit or withhold funding in respect of any activities performed by a specified amenity where in the opinion of the Funding Board:
 - a. it is the responsibility of Vote money from central government or other related agencies/entities, or
 - b. controlled / related party transactions occur that detract from the operational trading position of the specified amenity.

When completing your application, also note...

- Not all questions will be relevant to every amenity. If a question is not relevant, clearly indicate that and briefly explain why.
- Where relevant, attach separate sheets or notations; copy and paste material from last year's application; adjust tables to suit your organisation.
- a. As your responses may be included or directly quoted in the Funding Board's publicly notified Funding Plan, please ensure the information you provide is clear and easily understood.
- If any information you provide is particularly sensitive or confidential please mark that distinctly.
- Funding Applications received before 17 September 2024 will be held pending receipt of all amenity applications and distributed thereafter as a package for the Funding Board to consider.
- b. Under Section 22 of the Act amenities may choose to also provide the Funding Board with a long-term plan that covers a period of 5 to 10 years for it to consider and approve, noting that approval does not imply a commitment to fund. The Act is silent on the provision of 3-to-5-year plans.

Table of Contents

SECTION A: Overview of Services.....	4
1. The Amenity	4
2. Organisational Changes.....	5
3. Staffing	6
4. Delivering to Auckland Plan 2050	6
SECTION B: Governance.....	8
5. The Board	8
6. Structure & Management	9
7. Stakeholders & Engagement.....	9
8. External Relationships.....	10
SECTION D: Risk.....	12
SECTION E: Performance Targets and Alignment	13
SECTION F: Financial Summary	16
9. Funding Summaries.....	16
10. Financial Reports.....	17
SECTION G: Revenue	19
SECTION H: Expenditure	20
SECTION H: Future Financials.....	22
SECTION I: Other Matters	23
SECTION J: Declaration.....	25
SECTION K: Appendices.....	28
11. APPENDIX 1: PROFIT & LOSS	28
12. APPENDIX 2: BALANCE SHEET	29
13. APPENDIX 3: RISK REGISTER.....	30

SECTION A: Overview of Services

1. The Amenity

a. What is the purpose of your amenity and its strategic objectives? *(Please be succinct)*

HINT if no change please cut and past short summary from last year or state "Same as last year"

b. What is the nature and scope of the facilities or services provided? *(Please be succinct)*

HINT if no change please cut and past short summary from last year or state "Same as last year"

c. How does your amenity address the purposes of the Act? *(Please be succinct)*

"...[A] contribute to the well-being of the region; and [B] contribute towards making Auckland a vibrant and attractive place to live in and visit".

HINT if no change please cut and past short summary from last year or state "Same as last year"

d. Do you use a shared-services model with other amenities or other organisations? If yes, please detail the services that are shared and the benefits that accrue to your organisation.

HINT if no change please cut and past short summary from last year or state "Same as last year"

2. Organisational Changes

a. Have there been any management or business model changes implemented in your organisation within the previous 12 months? (Y/N)

If Yes, please describe the changes, the rationale for the changes.

b. Are there any management or business model changes planned for implementation within the next 12 months? (Y/N)

If Yes, please describe the changes, the rationale and the extent to which new expenditure (either on-going or one-off costs), has or will be incurred and any changed funding needs that arise (including funding from other sources).

c. What significant new projects (non-capital related) does your organisation have planned for the 2025-2026 year, and the following year(s)? Additionally, what is the financial implication of each of these new projects for the 2025-2026 year and the following year(s)?

(Please be succinct. 'New projects' means activities that are outside of your usual year-to-year operations).

Project	Year	Financial Implication

d. What are the activities you are planning to undertake in 2024-2025 that are not part of your core business?

3. Staffing

a. Please provide details of staff numbers in the table below.

Number of Full-Time-Equivalents (FTE)		Last year 2023-2024	Current 2024-2025	Anticipated 2025-2026
Permanent Staff	Number			
	FTE			
Contractors	Number			
	FTE			
Permanent Staff	Number			
	FTE			
Contractors	Number			
	FTE			

b. Please explain the reasons for any substantive changes in staff, contractor, or volunteer numbers you have experienced or anticipate happening.

4. Delivering to Auckland Plan 2050

a. How will your activities deliver against the Funding Principle Auckland Council added in 2012, that amenities make all reasonable endeavours to align activities with the objectives of the current Auckland Plan 2050?

b. if applicable to your organisation, please outline the services you provide outside the Auckland region and detail the revenue obtained and full costs incurred for those services (if applicable).

c. The Auckland Plan 2050 seeks to achieve a thriving Māori identity and wellbeing. For 2025-2026 what measures and targets has your organisation developed in relation to outcomes for Māori? Describe [i] your internal staff/volunteer diversity, inclusion and/or cultural competency measures, and [ii] your external, customer initiatives

d. How will your organisation engage with or serve the various local and diverse communities (ethnic, socio-economic, age) within the Auckland region during 2025-2026?
(Do not repeat material set out in answer to Q14 Māori measures/targets/initiatives).

SECTION B: Governance

5. The Board

a. Have there been any governance changes implemented in your organisation within the previous 12 months? (Y/N)

If Yes, please describe the changes and the rationale for the changes below.

b. Are there any governance changes planned for implementation within the next 12 months? (Y/N)

If Yes, please describe the changes and the rationale for the changes below.

c. What is your organisation's policy on Board Member assessments, rotation, renewal and skill mix?

d. Has the policy changed since last year? (Y/N)

If Yes, please describe the changes and the rationale for the changes below

e. What is the ethnic diversity of your Board?

f. Do you plan to change existing trusts or set up new trusts, foundations, incorporated societies or other entities, in the current year or next year? (Y/N)

If yes, please provide details and identify how this will affect future operational budgets of your organisation.

6. Structure & Management

a. When was the Chief Executive first appointed? (MM / YY)

b. If applicable, what term or contract review period, applies to the position?

c. Does the Board have a charter or operating manual? How frequently is this reviewed?

7. Stakeholders & Engagement

a. How do you recognise ratepayer contribution from Auckland Council in your activities, services or publications?

b. Do you actively seek engagement/collaboration with iwi, marae or Māori organisations

c. Please list the educational and community programmes you plan to run in 2025-2026, highlighting any areas of significant change (please be brief and specific with your answer).

8. External Relationships

a. What is your organisation’s policy on related party transactions?

b. Has the policy changed since last year? (Y/N)

If Yes, please describe the changes and the rationale for the changes below

c. Please identify all related party transactions that occurred last year and so far this year. List the nature of the relationship, the type and value of these transactions (i.e. paid, nominal value or in-

kind services) and the identity of each related party involve.

d. Does your organisation have a control relationship with other organisations? (Y/N)

- Control’ for financial reporting purposes is the ‘power’ to govern the financial and operating policies of another organisation in order to ‘benefit’ from its activities. There must generally be both ‘power’ and ‘benefit’ for a control relationship to exist.
- The benefits can be both financial and non-financial in nature (for further guidance see <https://www.charities.govt.nz/reporting-standards/financial-reporting-and-control-relationships/>)

If yes, please list the organisation(s) and the nature of the relationship.

Organisation Name	Nature of control relationship

e. Is your organisation ‘controlled’ by another organisation? (Y/N)

If yes, please list the organisation(s) and the nature of the relationship.

Organisation Name	Nature of control relationship

f. Thinking about the various organisations you may control, and any related trusts, foundations, incorporated societies or other entities, what specific policies do these have that enable, restrict or prevent financial distributions being made to you?

(If there are no controlled or related entities, state not applicable)

g. In the table below, please describe any strategic partnerships/alliances that your organisation has. Outline any benefits received and any challenges, changes or risks you anticipate with continuing the relationship in 2025-2026 or beyond.

Note: If your organisation receives LEOTC funding please identify when it expires and any anticipated changes.

Name of strategic partner(s)/alliance	Brief description of relationship (include agreed term, if any)	Benefits received (\$ or in-kind)	Anticipated challenges, changes or renewal risk for 2025-2026 or beyond

SECTION D: Risk

a. Briefly describe the major demands, challenges or risks facing your industry or sector. Include details of any challenges likely to impact in the 2025-2026 year.

--

b. Please highlight your Top 5 strategic risks and the mitigations being implemented

	Organisational Risk	Mitigation
1		
2		
3		
4		
5		

c. In the Appendix Section, please provide your organisational risk register, if you have one.

SECTION E: Performance Targets and Alignment

a. Please use the table below to list your organisation's key performance indicators and the results achieved for last year 2023-2024 and year-to-date for the 2024-2025 year. Also identify the KPI targets proposed for the 2025-2026 year.

- Please adapt the table to best suit your organisation.
- Describe the key or index to your results in the box above the table e.g. traffic light colours or ✓ Met, - Unfavourable but within parameters, X Not Met.
- In the box below the table briefly comment on variances.
- If your KPIs have changed from 2023-2024, add these into the table and show the relevant details for 2024-2025 or 2025-2026.

KPI Result Key / Index:

Key Performance Indicator Description	Last year 2023 – 2024		Current 2024 – 2025		Proposed 2025 – 2026
	Target	Result	Target	YTD Result	Target

b. Brief commentary on any variances:

c. Please provide in table form the 5-year trends in attendance, service, membership or subscriber numbers (as applicable) and what is anticipated in the next year?

- (Please develop the table structure in a manner that best suits your organisation and can be readily updated each year e.g. visitor numbers, rescue missions, show attendees, subscribers, members and include a category breakdown where relevant e.g. age, geographic spread).
- Optional – space for Insert paste images of any relevant graphs on next page

Numbers of...	2018-2019	2020 – 2021	2022 – 2023	Last year 2023 – 2024	Anticipated 2025 – 2026

Optional – Insert paste images of any relevant graphs here:

SECTION F: Financial Summary

- The information requested below is additional to that in sections 23(4) and 23(5) of the Act.
- Please only provide headline numbers and summaries in this section.

9. Funding Summaries

a. Please record your funding history from last year in the following table.

Funding Sought 2024 – 2025	Funding Granted 2024-2025	Last year's projected funding for 2025 – 2026	Last year's projected funding for 2026 – 2027
\$	\$	\$	\$
\$	\$	\$	\$
\$	\$	\$	\$
\$	\$	\$	\$

b. What level of funding is your organisation now seeking from the Funding Board for the 2025 - 2026 year?

c. Please provide a detailed breakdown showing all the cost/activity areas of your operation that the funding sought for 2025 – 2026 will be applied to.

Note: the breakdown should be for the total funding amount sought, not just the incremental portion beyond what was granted in 2024-2025.

d. Please explain any change (increase or decrease) in the level of funding requested for 2025 – 2026 compared to that granted by the Funding Board in the 2024 – 2025 year.


e. If there is an increase in the funding requested, what benefits/changes will the ratepayers of Auckland see?

10. Financial Reports

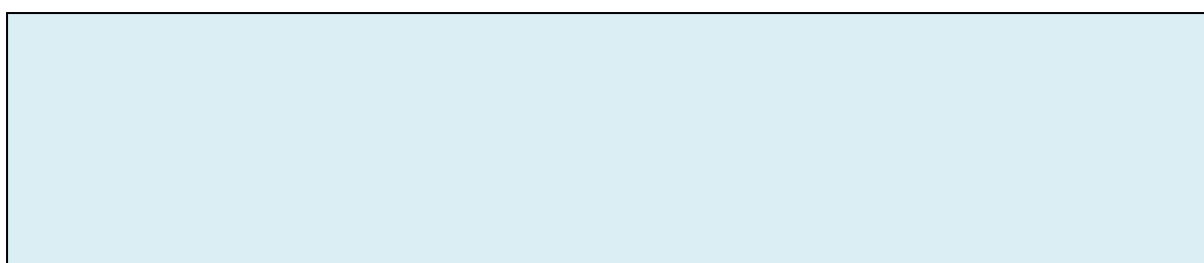
- Ensure full financial reports are provided in the Appendix section.
- Use this section for any commentary and highlights.
 - d. If formatting does not allow for good legibility of these reports in this application form, kindly supply the financials as additional PDF documents.
- a. **In the Appendix section, please provide a projected income and expenditure budget and balance sheet for **2025-2026** with particular, but not exclusive, reference to the expenses your organisation must incur to provide its facilities or services [refer to the Act - Funding Principle s21(1)[A], see Part 9]. Please provide any commentary here and use the Appendix section for the actual reports.

- b. ** In the Appendix section, please provide your projected income and expenditure statements and balance sheets for **2026-2027 and 2027-2028** with particular, but not exclusive, reference to the expenses your organisation must incur to provide its facilities or services [refer to the Act - Funding Principle s21(1)[A], see Part 9]. Please provide any commentary here and use the Appendix section for the actual reports.

- c. Where figures in your **2025-2026** income and expenditure budget show a change of more than $\pm 10\%$ from the **2024-2025** year, please explain the variation.



- d. ** In the Appendix section, please provide copies of the latest set of financial accounts (i.e. audited/non-audited income and expenditure statements and balance sheets) for any trusts, foundations or other entities that are related parties to, or controlled by, your organisation. Please provide any commentary here and use the Appendix section for the actual reports.



- e. For your organisation only, please provide the:

- Latest current year (2024-2025) management accounts;
- the current year end forecast; (recognising that the original 2024-2025 operational budget was supplied to the Funding Board 12 months ago and may have been updated since then); and the e. 3-year budgets for 2025-2026, 2026-2027 and 2027-2028 using the Appendix One format.

SECTION G: Revenue

a. Approximately what would your organisation's self-earned revenue by source as a % of total income over past 5 years?

	Current Year - 4	Current Year - 3	Current Year - 2	Current Year - 1	Current Year
Self-Earned revenue 1	%	%	%	%	%
Self-Earned revenue 2	%	%	%	%	%
Self-Earned revenue 3	%	%	%	%	%
Self-Earned revenue 3	%	%	%	%	%
Grants Source 1	%	%	%	%	%
Grants Source 2	%	%	%	%	%
Total Income	100%	100%	100%	100%	100%

b. In the past 12 months, what other grant/sponsorship/government sources of funding, has your organisation tried to obtain but been unsuccessful in full or in part? Please indicate if a decision is still pending. [refer Act Funding Principle s21(1)[F], see Part 9]

Funder name	Purpose (type)	\$ Sought	\$ Granted	Pending (mark P)
\$ Total				

SECTION H: Expenditure

- a. Please outline services/activities where the cost of the service exceeds the reimbursements you receive e.g. LEOTC contracts, Police, ACC, District Health Board, Search & Rescue. Include an estimate the level of expenditure shortfall and indicate any actions being taken to recover the underfunding. For each service separately list the cost and amount recovered.

- b. Provide details of any major (>\$50,000) capital expenditure planned by your organisation or controlled/related parties for the 2025-2026 year. Please explain how this will affect future operational costs for your organisation [refer to the Act - Funding Principle s21(1)[B], see Part 9].

- c. What funding mechanisms are in place to provide for depreciation and the replacement of assets?

Note: The Funding Board has determined that even though depreciation is an operating expense, the Board will not fund depreciation. Instead, amenities are expected to make adequate provision for repairs and maintenance and undertake fundraising to finance the replacement of assets.

- d. Provide details of any expenditure you anticipate making for services provided to your organisation by Auckland Council or its Council Controlled Organisations in the 2025-2026 year e.g. rates, venue hire, building/resource consents, parking, water/wastewater etc.

Council or CCO	Service Type	2025-2026 Charges, \$
\$ Total		

SECTION H: Future Financials

- a. What indicative level of Regional Funding grant will your organisation be seeking for the subsequent two years?

Please ensure indicative amounts are realistic forecasts and reflect the probable level of grant that may be approved using past approvals as a guide.

Year	\$ Indicative Regional Funding	± % change from last year's projection
2026-2027		
2027-2028		

Optional – Provide any explanation here:

- b. Provide details of the medium-term (up to five years) major capital expenditure plans of your organisation or controlled/related parties, together with the depreciation funding strategy for these. Indicate if these plans have or have not changed since last year.

- c. Please explain how this capital expenditure will affect subsequent operating costs and how your organisation proposes funding these.

SECTION I: Other Matters

The first purpose of the Act is “to establish a mechanism to provide adequate, sustainable, and secure funding for specified amenities...” [refer s3(1)]. In response to an Auckland Council request, the ‘Sustainability Framework: A Guide for Funding Specified Amenities’ was developed in 2016. It recognises that sustainability is derived from more than just reliable, secure funding. Sustainability incorporates elements of effective governance, assurance of on-going support for services, community demand for valued services that are relevant and have impact, and dynamic adaptation and innovation in response to the context the Amenity operates within.

a. Taking each of these elements in turn, on a scale out of 10 how would you rate the sustainability of your organisation in relation to...? (Mark your answer with an “X”).

	Low					High				
	1	2	3	4	5	6	7	8	9	10
a. Governance & Independence Robust leadership; Clear direction; A view to the long-term; Compliance with all legislative requirements; Amenity's independence & sovereignty acknowledged by funders.										
b. Assurance & Tenure Access to adequate and secure funding; Assured delivery of accepted/agreed levels of service within region; Successful, enduring funding or support partnerships; Baseline for survival.										
c. Relevance Services are needed/wanted/deeply valued by segments of or all the Auckland community; Service quality, scale, quantity and access are appropriate for Auckland; Positive brand reputation; Motivates community/volunteer interest and participation.										
d. Impact Able to understand and demonstrate impact; Contributes to the well-being of the region and making Auckland a more vibrant and attractive place; Delivers a fair exchange of value for funding received										

<p>e. Adaptability & Innovation</p> <p>Ability to respond (innovate and change) to the changing environment; Fit for purpose in a growing region with changing demographics; Sufficient skilled and motivated staff/ contractors/ volunteers</p>									
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--	--	--	--	--	--

<p>f. Using the same scale out of 10 (1 = low; 10 = high) how would you rate the financial sustainability of your organisation?</p> <p>Viable going concern; Able to plan and operate with confidence over a 3-5 year horizon; Has appropriate surpluses, reserves and long-term asset planning; Maximises funding from other available sources; Limits funding expectations – recognises ratepayer constraints; Fair financial contribution from ratepayers</p> <p>i. Including ARAFA funding: <input style="width: 80px; height: 20px;" type="text"/></p> <p>ii. Excluding ARAFA funding: <input style="width: 80px; height: 20px;" type="text"/></p>

b. Considering your ratings in Q43(a-f) what actions, if any, does your organisation plan to undertake to become more sustainable?

c. On a no surprises basis, are there any material issues that have not been raised that should be brought to the attention of the Funding Board? (Y/N)

If yes, please explain.

SECTION J: Declaration

Section 23 of the Auckland Regional Amenities Funding Act 2008 (set out below) details what a specified amenity must include when it seeks funding from the Funding Board.

23. Specified amenity applies for funding

- 1) This section applies if a specified amenity seeks funding from the Funding Board for a financial year.
- 2) The specified amenity must apply to the Funding Board on or before 30 November in the year before the financial year for which funding is sought.
- 3) The application must include:
 - a) a statement of the amount of funding that the specified amenity seeks from the Funding Board for the financial year; and
 - b) any information that the Funding Board requires to assess the specified amenity's satisfaction of the assessment criteria currently and in the future; and
 - c) a statement of how the application complies with the funding principles; and
 - d) the specified amenity's annual plan for the financial year for which funding is sought prepared under subsections (4) and (5).
- 4) The specified amenity's annual plan must state the following matters:
 - a) the specified amenity's purpose; and
 - b) the specified amenity's objectives; and
 - c) the performance targets and other measures by which to assess the specified amenity's achievement of the objectives; and
 - d) the nature and scope of the facilities or services to be provided by the specified amenity; and
 - e) the indicative costs of the activities; and
 - f) the sources of funds for the activities; and
 - g) the details of any charges that the specified amenity proposes to make for the facilities or services.
- 5) The plan must state the matters:
 - a) in particular terms for the financial year for which funding is sought; and
 - b) in general terms for each of the following 2 financial years.

The funding principles referenced above in s23(3)(c) are set out in section 21.

21 Funding principles

- 1) The funding principles to which the Funding Board and the Auckland Council must have regard under sections 24 and 28 are as follows:
 - a) the primary purpose of the funding is to contribute to the expenses that the specified amenity must incur to provide its facilities or services; and
 - b) funding is not available for capital expenditure; and
 - c) funding is not available for any part of facilities or services that the specified amenity provides outside the Auckland region; and
 - d) funding is not available for facilities or services that at any time in the 5 years immediately before the date on which the Funding Board or the Auckland Council applies this paragraph

have been provided funding by:

- i. a Crown entity, as defined in section 7(1) of the Crown Entities Act 2004; or
- ii. a department specified in Schedule 1 of the State Sector Act 1988; and
- e) funding for the retention and preservation of a specified amenity's library or collection takes priority over the amenity's other expenses; and
- f) funding is available only if the specified amenity has made all reasonable endeavours to maximise its funding from other available funding sources; and
- g) total funding for all specified amenities assessed for a financial year must not exceed the maximum levy for that year under section 34; and
- h) any other funding principle that the Auckland Council publicly notifies under subsection (3).

Plus, the two funding principles added in October 2012 by Auckland Council:

- i) Total funding for all specified amenities assessed for a financial year should have regard to Auckland Council's proposed rates increases for the forthcoming year;
- j) Funding is available only if the specified amenity has made all reasonable endeavours to align its activities (in the Auckland region, and for which it seeks funding) with the objectives of the Auckland Plan, including by adopting relevant performance measures.

In compliance with the Act and in response to the additional information requested by the Funding Board our organisation declares the following:

Enter Amenity Name Here

a.	For the period 1 July 2025 to 30 June 2026, we seek the following grant funding from the Auckland Regional Amenities Funding Board;	\$
b.	Our application complies with the funding principles set out in Section 21 of the Auckland Regional Amenities Funding Act 2008 and the two principles added by Auckland Council in 2012;	Y / N
c.	The funding sought is for the purpose of contributing to the expenses that we must incur to provide our facilities or services;	Y / N
d.	The funding sought is for capital expenditure;	Y / N
e.	The funding sought is for services provided outside the Auckland region;	Y / N
f.	The funding sought is to replace funding received at any time in the past 5 years from a Crown entity, as defined in section 7(1) of the Crown Entities Act 2004, or a department specified in Schedule 1 of the State Sector Act 1988;	Y / N
g.	Our organisation has made all reasonable endeavours to maximise its funding from other available funding sources;	Y / N
h.	Our organisation has made all reasonable endeavours to align its activities with the objectives of the Auckland Plan, including adopting relevant performance measures;	Y / N
i.	Our application includes details of our purpose, objectives, performance targets and other measures to assess achievement of our objectives;	Y / N
j.	Our application includes the nature and scope of the facilities or services we provide, indicative costs of activities, sources of funds for the activities and details charges for facilities or services;	Y / N
k.	Our application provides detailed financial information for the 2025-2026 year and general information for 2026-2027 and 2027-2028;	Y / N
l.	Our application includes explanations of changes between last year's projected funding requirement for 2025-2026 and the amount now requested;	Y / N
m.	We have read the Important Notes on page 1 and the Funding Application Guidance provided on page 2 of the funding application; and	Y / N
n.	We note that in undertaking full and detailed assessments of the funding applications received, the Funding Board reserves the right to seek confidential and independent advice, as and when necessary, to assist with its decision-making processes and to discharge its obligations under the Act:	Y / N

Signed by Chief Executive	Signed by Board Chairperson
Name: Date:	Name: Date:

SECTION K: Appendices

11. APPENDIX 1: PROFIT & LOSS

This summary format is additional to the full budgets required for 2025-2026, 2026-2027 and 2027-2028. An Excel spreadsheet will be provided.

INSERT TEMPLATE FINANCIAL STATEMENTS

12. APPENDIX 2: BALANCE SHEET

This summary format is additional to the full budgets required for 2025-2026, 2026-2027 and 2027-2028. An Excel spreadsheet will be provided.

INSERT TEMPLATE FINANCIAL STATEMENTS

13. APPENDIX 3: RISK REGISTER

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

2025-2026

CURRENT

Funding Application

Due date: 5PM - Tuesday 17 September 2024

Important Notes:

Application relates to the period: **1 July 2025 to 30 June 2026**

The information sought in the application form is required under sections 21, 22 and 23 of the Auckland Regional Amenities Funding Act 2008. It also seeks additional information the Funding Board requires to make its assessment and provisional funding decision [see s23(3)(b) and s24(2)].

All completed applications and accompanying material must be supplied in electronic form using Microsoft Word, Microsoft Excel or in PDF format. Some PDF supplied information may subsequently be requested in Word, Excel or other format.

All information supplied to and held by the Auckland Regional Amenities Funding Board **may be subject to Part 7 of the Local Government Official Information and Meetings Act 1987**. If a request is received for information, it may be released in part or whole by the Funding Board unless the specified amenity provided an explanation in its Funding Application as to why the information should not be released. The Funding Board retains the right to determine what information is released.

Amenity
Name:

Enter here

FUNDING APPLICATION GUIDANCE

Please note the following factors apply when the Auckland Regional Amenities Funding Board assesses funding applications.

The Funding Board...

1. Is required to process and assess funding applications in compliance with the Auckland Regional Amenities Funding Act 2008.
2. Will be seeking assurance that the grants provided specifically address the purposes of the Act, viz; contribute to the well-being of the region; and contribute towards making Auckland a vibrant and attractive place to live in and visit [s3(1)(a)(b)].
3. Will not automatically provide grant funding to cover projected trading deficits.
4. Will not fund depreciation charges of the specified amenities.
5. Encourages amenities to undertake adequate asset management planning and fund the replacement of assets through alternative sources.
6. Will examine the effects of any changes to governance, management, structural or business operating models that have occurred or may be proposed, and in particular consequential impacts on the specified amenity's operating costs.
7. Reserves the right to limit or withhold funding in respect of any activities performed by a specified amenity where in the opinion of the Funding Board:
 - a. it is the responsibility of Vote money from central government or other related agencies/entities, or
 - b. controlled / related party transactions occur that detract from the operational trading position of the specified amenity.

When completing your application, also note...

- Not all questions will be relevant to every amenity. If a question is not relevant, clearly indicate that and briefly explain why.
- Where relevant, attach separate sheets or notations; copy and paste material from last year's application; adjust tables to suit your organisation.
- As your responses may be included or directly quoted in the Funding Board's publicly notified Funding Plan please ensure the information you provide is clear and easily understood.
- If any information you provide is particularly sensitive or confidential please mark that distinctly.
- Funding Applications received before 17 September 2024 will be held pending receipt of all amenity applications and distributed thereafter as a package for the Funding Board to consider.
- Under Section 22 of the Act amenities may choose to also provide the Funding Board with a long-term plan that covers a period of 5 to 10 years for it to consider and approve, noting that approval does not imply a commitment to fund. The Act is silent on the provision of 3 to 5 year plans.

PART 1: Overview of Services

1. (a) What is the purpose of your amenity and its strategic objectives? (200 words)

- (b) What is the nature and scope of the facilities or services provided? (200 words)

2. How does your amenity address the purposes of the Act? (100 words)

“(a) contribute to the well-being of the region; and (b) contribute towards making Auckland a vibrant and attractive place to live in and visit”

3. Organisational changes

(a) Have there been any management or business model changes implemented in your organisation within the previous 12 months? (Y/N)

(b) Are there any management or business model changes planned for implementation within the next 12 months? (Y/N)

If Yes to 3(a) or (b) above...(otherwise skip to Q4)

(c) Please describe the changes and the rationale for the changes below.

If Yes to 3(a) or (b) above...

(d) Outline the impact of the changes on your organisation. Include the extent to which new expenditure (either on-going or one-off costs), has or will be incurred and any changed funding needs that arise (including funding from other sources).

Staffing

4. (a) Please provide details of staff numbers in the table below.

Number of / Full-Time-Equivalents (FTE)...		Last year 2023-2024	Current 2024-2025	Anticipated 2025-2026
Permanent Staff	Number			
	FTE			
Contractors	Number			
	FTE			
Volunteers (filling service delivery roles)	Number			
	FTE			
Volunteers (providing other general support, fundraising collection, etc)	Number			
	FTE			

(b) Please explain the reasons for any substantive changes in staff, contractor, or volunteer numbers you have experienced or anticipate happening.

5. (a) What significant **new projects (non-capital related)** does your organisation have planned for the 2025-2026 year, and the following year(s)? AND

(b) What is the financial implication of each of these new projects for the 2025-2026 year and the following year(s)?

(Maximum 400 words per project)

'New projects' means activities that are outside of your usual year-to-year operations.

6. In the table below, please describe any strategic partnerships/alliances that your organisation has. Outline any benefits received and any challenges, changes or risks you anticipate with continuing the relationship in 2025-2026 or beyond. Note: If your organisation receives LEOTC funding please identify when it expires and any anticipated changes.

Name of strategic partner(s)/alliance	Brief description of relationship (include agreed term, if any)	Benefits received (\$ or in-kind)	Anticipated challenges, changes or renewal risk for 2025-2026 or beyond

7. In the table below, please describe any strategic or material risks your organisation has. Outline any mitigation and remedial actions being taken to reduce or eliminate these risks.

Type of strategic or material risk	Brief description of risk	Effect on organisation	Mitigation or remedial action (planned or actual)

8. What communication activities do you undertake or plan to inform (or recognise) all stakeholders of your activities and services? How is the ratepayer contribution from Auckland Council recognised in your activities, services or publications?

9. Briefly describe the major demands, challenges or risks facing your industry or sector. Include details of any challenges likely to impact in the 2025-2026 year.

10. Please give evidence of any unmet service needs in your sector and how you plan, if at all, to address these needs.

11. (a) Are there any significant changes in the educational or community programmes you will run in 2025-2026 compared to the previous year? (Y/N)

(b) Please list the educational and community programmes you plan to run in 2025-2026, highlighting any areas of significant change.

12. How will your activities deliver against the Funding Principle Auckland Council added in 2012, that amenities make all reasonable endeavours to align activities with the objectives of the current Auckland Plan 2050?

13. Please outline the services you provide outside the Auckland region and detail the revenue obtained and full costs incurred for those services.

PART 2: Performance targets – Activity and Alignment

14. Please use the table below to list your organisation's key performance indicators and the results achieved for last year 2023-2024 and year-to-date for the 2024-2025 year. Also identify the KPI targets proposed for the 2025-2026 year.

- Please adapt the table to best suit your organisation.
- Describe the key or index to your results in the box above the table e.g. traffic light colours or ✓ Met, - Unfavourable but within parameters, X Not Met. In the box below the table briefly comment on variances.
- If your KPIs have changed from 2023-2024, add these into the table and show the relevant details for 2024-2025 or 2025-2026.

KPI Result Key/Index:

Key Performance Indicator Description	Last year 2023-2024		Current 2024-2025		Proposed 2025-2026
	Target	Result	Target	YTD Result	Target

Brief commentary on variances:

15. The Auckland Plan 2050 seeks to achieve a thriving Māori identity and wellbeing. For 2025-2026 what measures and targets has your organisation developed in relation to outcomes for Māori? Describe (a) your internal staff/volunteer diversity, inclusion and/or cultural competency measures, and (b) your external, customer initiatives.

16. Please provide in table form the attendance, service, membership or subscriber numbers (as applicable) for last year, so far in the current year and anticipated in the next year?

(Please develop the table structure in a manner that best suits your organisation and can be readily updated each year e.g. visitor numbers, rescue missions, show attendees, subscribers, members and include a category breakdown where relevant e.g. age, geographic spread).

Numbers of...	Nº Last year 2023-2024	Nº Current YTD 2024-2025	Nº Anticipated 2025-2026

Optional - Insert any relevant graphs here:

17. How will your organisation engage with or serve the various local and diverse communities (ethnic, socio-economic, age) within the Auckland region during 2025-2026? *(Do not repeat material set out in answer to Q15 Māori measures/targets/initiatives)*

PART 3: Governance and related structures

18. (a) Have there been any governance changes implemented in your organisation within the previous 12 months? (Y/N)

(b) Are there any governance changes planned for implementation within the next 12 months? (Y/N)

If Yes to Q18(a) or (b) above...(otherwise skip to Q19)

(c) Please describe the changes and the rationale for the changes below.

19. (a) What is your organisation's policy on Board Member assessments, rotation, renewal and skill mix?

(b) Has the policy changed since last year? (Y/N)

20. (a) Do Board Members receive any payment from your organisation? (Y/N)

(b) If yes, please provide details and identify any changes from the previous year.

21. (a) What is your organisation's policy on related party transactions?

(b) Has the policy changed since last year? (Y/N)

(c) Please identify all related party transactions that occurred last year and so far this year. List the nature of the relationship, the type and value of these transactions (i.e. paid, nominal value or in-kind services) and the identity of each related party involved.

22. (a) Does your organisation have a control relationship with other organisations? (Y/N)

'Control' for financial reporting purposes is the 'power' to govern the financial and operating policies of another organisation in order to 'benefit' from its activities. There must generally be both 'power' and 'benefit' for a control relationship to exist. The benefits can be both financial and non-financial in nature. (for further guidance see <https://www.charities.govt.nz/reporting-standards/financial-reporting-and-control-relationships/>)

(b) If yes, please list the organisation(s) and the nature of the relationship.

Organisation Name	Nature of control relationship

(c) Is your organisation 'controlled' by another organisation? (Y/N) []

(d) If yes, please identify the organisation and nature of the relationship.

Organisation Name	Nature of control relationship

23. (a) Do you plan to change existing trusts or set up new trusts, foundations, incorporated societies or other entities, in the current year or next year? (Y/N) []

(b) If yes, please provide details and identify how this will affect future operational budgets of your organisation.

24. Thinking about the various organisations you may control, and any related trusts, foundations, incorporated societies or other entities, what specific policies do these have that enable, restrict or prevent financial distributions being made to you?
(If there are no controlled or related entities, state not applicable)

25. (a) When was the Chief Executive first appointed? *(Month and Year)*

(b) What term or contract review period, if any, applies to the position?

PART 4: Financials

The information requested below is additional to that in sections 23(4) and 23(5) of the Act.

****When answering questions 30, 31 and 33, please provide full financial statements and also use the summarised Financial Information format in Appendix One.**

26. Please record your funding history from last year in the following table.

Funding sought 2024-2025	Funding granted 2024-2025	Last year's projected funding for 2025-2026	Last year's projected funding for 2026-2027
\$	\$	\$	\$

27. (a) What level of funding is your organisation now seeking from the Funding Board for the 2025-2026 year?

(b) Please provide a detailed breakdown showing all the cost/activity areas of your operation that the funding sought for **2025-2026** will be applied to.

*Note: the breakdown should be for the total funding amount sought, not just the incremental portion beyond what was granted in **2024-2025**.*

- 28.** (a) Please explain any change (increase or decrease) in the level of funding requested for **2025-2026** compared to that granted by the Funding Board in the **2024-2025** year.

(b) If there is an increase in the funding requested, what benefits/changes will the ratepayers of Auckland see?

- 29.** (a) Is there any variance (increase or decrease) between last year's projected funding requirement for **2025-2026** (Q26), and the amount now requested in Q27(a)? (Y/N)

(b) If yes, please explain. Include a detailed reconciliation of the variance between last year's projection and the amount requested this year.

- 30.** **Please provide a projected income and expenditure budget and balance sheet for **2025-2026** with particular, but not exclusive, reference to the expenses your organisation must incur to provide its facilities or services [refer to the Act - Funding Principle s21(1)(a), see Part 9].

- 31.** **Please provide your projected income and expenditure statements and balance sheets for **2026-2027 and 2027-2028** with particular, but not exclusive, reference to the expenses your organisation must incur to provide its facilities or services [refer to the Act - Funding Principle s21(1)(a), see Part 9].

- 32.** Where figures in your **2025-2026** income and expenditure budget show a change of more than $\pm 10\%$ from the **2024-2025** year, please explain the variation.

- 33.** **Please provide copies of the latest set of financial accounts (i.e. audited/non-audited income and expenditure statements and balance sheets) for any trusts, foundations or other entities that are related parties to, or controlled by, your organisation.
- 34.** For your organisation only, please provide the:
- latest current year (2024-2025) management accounts;
 - the current year end forecast; (recognising that the original 2024-2025 operational budget was supplied to the Funding Board 12 months ago and may have been updated since then); and the
 - 3 year budgets for 2025-2026, 2026-2027 and 2027-2028 using the Appendix One format.

PART 5: Revenue in detail

- 35.** Detail the total revenue earned/received by your organisation split by source/category for the year ended 30 June 2024 (actual not anticipated) specifying the percentage change by source/category over the previous year (30 June 2023).

List in table format. Otherwise, if the financial statements provided in Q30 include a detailed breakdown of the sources/categories and show the % change, provide a cross-reference here.

- 36.** What are all your planned significant (i.e. over \$50,000) sources or categories of income for the year ended 30 June 2026? List from whom, the amounts involved, and highlight any material changes from the year ended 30 June 2025.

- 37.** In the past 12 months, what other grant/sponsorship/government sources of funding, has your organisation tried to obtain but been unsuccessful in full or in part? Please indicate if a decision is still pending. [refer Act Funding Principle s21(1)(f), see Part 9]

Funder name	Purpose (type)	\$ Sought	\$ Granted	Pending (mark P)
\$ Total				

- 38.** (a) Please detail any fees/charges or memberships you have to support your activities and whether any discounts or special arrangements apply for residents of Auckland.

(b) Indicate any changes made last year or any anticipated changes for 2025-2026.

PART 6: Expenditure in detail

- 39.** Please outline services/activities where the cost of the service exceeds the reimbursements you receive e.g. LEOTC contracts, Police, ACC, District Health Board, Search & Rescue. Include an estimate the level of expenditure shortfall and indicate any actions being taken to recover the underfunding.

For each service separately list the cost and amount recovered.

- 40.** Provide details of any major (>\$50,000) capital expenditure planned by your organisation or controlled/related parties for the 2025-2026 year. Please explain how this will affect future operational costs for your organisation. [refer to the Act - Funding Principle s21(1)(b), see Part 9]

- 41.** What funding mechanisms are in place to provide for depreciation and the replacement of assets?

Note: The Funding Board has determined that even though depreciation is an operating expense, the Board will not fund depreciation. Instead, amenities are expected to make adequate provision for repairs and maintenance and undertake fundraising to finance the replacement of assets.

- 42.** (a) Is your organisation planning any particular initiative around the preservation of any library or collection retained or owned? (Y/N or n/a) [refer Act Funding principle s21(1)(e), see Part 9]

(b) If yes, please explain. Include costs and timing.

- 43.** Provide details of any expenditure you anticipate making for services provided to your organisation by Auckland Council or its Council Controlled Organisations in the 2025-2026 year e.g. rates, venue hire, building/resource consents, parking, water/wastewater etc.

Council or CCO	Service type	2025-2026 charges, \$
	\$ Total	

PART 7: Future Financials

44. What indicative level of Regional Funding grant will your organisation be seeking for the subsequent two years?

Please ensure indicative amounts are realistic forecasts and reflect the probable level of grant that may be approved using past approvals as a guide

Year	\$ Indicative Regional Funding	± % change from last year's projection
2026-2027		
2027-2028		

Optional – provide explanation here:

45. Provide details of the medium-term (up to five years) major capital expenditure plans of your organisation or controlled/related parties, together with the depreciation funding strategy for these. Indicate if these plans have or have not changed since last year.

46. Please explain how this capital expenditure will affect subsequent operating costs and how your organisation proposes funding these.

PART 8A: Other matters

47. The first purpose of the Act is “to establish a mechanism to provide adequate, sustainable, and secure funding for specified amenities...” [refer s3(1)]. In response to an Auckland Council request, the ‘Sustainability Framework: A Guide for Funding Specified Amenities’ was developed in 2016. It recognises that sustainability is derived from more than just reliable, secure funding. Sustainability incorporates elements of effective **governance**, **assurance** of on-going support for services, community demand for valued services that are **relevant** and have **impact**, and dynamic **adaptation and innovation** in response to the context the Amenity operates within.

Taking each of these elements in turn, on a scale out of 10 how would you rate the sustainability of your organisation in relation to...? (Mark your answer with an “X”)

	Low								High	
	1	2	3	4	5	6	7	8	9	10
(a) Governance & Independence Robust leadership; Clear direction; A view to the long-term; Compliance with all legislative requirements; Amenity's independence & sovereignty acknowledged by funders										
(b) Assurance & Tenure Access to adequate and secure funding; Assured delivery of accepted/agreed levels of service within region; Successful, enduring funding or support partnerships; Baseline for survival										
(c) Relevance Services are needed/wanted/deeply valued by segments of or all the Auckland community;										

Service quality, scale, quantity and access are appropriate for Auckland; Positive brand reputation; Motivates community/volunteer interest and participation										
(d) Impact Able to understand and demonstrate impact; Contributes to the well-being of the region and making Auckland a more vibrant and attractive place; Delivers a fair exchange of value for funding received										
(e) Adaptability & Innovation Ability to respond (innovate and change) to the changing environment; Fit for purpose in a growing region with changing demographics; Sufficient skilled and motivated staff/ contractors/ volunteers										

(f) Using the same scale out of 10 (1 = low; 10 = high) how would you rate the **financial** sustainability of your organisation?

Viable going concern; Able to plan and operate with confidence over a 3-5 year horizon; Has appropriate surpluses, reserves and long-term asset planning; Maximises funding from other available sources; Limits funding expectations – recognises ratepayer constraints; Fair financial contribution from ratepayers

- (i) **including** ARAFA funding, and
- (ii) **excluding** ARAFA funding

48. Considering your ratings in Q43(a-f) what actions, if any, does your organisation plan to undertake to become more sustainable?

49. (a) On a no surprises basis, are there any material issues that have not been raised that should be brought to the attention of the Funding Board? (Y/N)

(b) If yes, please explain.

PART 9: Declaration

Please read, complete and sign the following.

Section 23 of the Auckland Regional Amenities Funding Act 2008 (set out below) details what a specified amenity must include when it seeks funding from the Funding Board.

23 Specified amenity applies for funding

- (1) This section applies if a specified amenity seeks funding from the Funding Board for a financial year.
- (2) The specified amenity must apply to the Funding Board on or before 30 November in the year before the financial year for which funding is sought.
- (3) The application must include—
 - (a) a statement of the amount of funding that the specified amenity seeks from the Funding Board for the financial year; and
 - (b) any information that the Funding Board requires to assess the specified amenity's satisfaction of the assessment criteria currently and in the future; and
 - (c) a statement of how the application complies with the funding principles; and
 - (d) the specified amenity's annual plan for the financial year for which funding is sought prepared under subsections (4) and (5).
- (4) The specified amenity's annual plan must state the following matters:
 - (a) the specified amenity's purpose; and
 - (b) the specified amenity's objectives; and
 - (c) the performance targets and other measures by which to assess the specified amenity's achievement of the objectives; and
 - (d) the nature and scope of the facilities or services to be provided by the specified amenity; and
 - (e) the indicative costs of the activities; and
 - (f) the sources of funds for the activities; and
 - (g) the details of any charges that the specified amenity proposes to make for the facilities or services.
- (5) The plan must state the matters—
 - (a) in particular terms for the financial year for which funding is sought; and
 - (b) in general terms for each of the following 2 financial years.

The funding principles referenced above in s23(3)(c) are set out in section 21.

21 Funding principles

- (1) The funding principles to which the Funding Board and the Auckland Council must have regard under sections 24 and 28 are as follows:
 - (a) the primary purpose of the funding is to contribute to the expenses that the specified amenity must incur to provide its facilities or services; and
 - (b) funding is not available for capital expenditure; and
 - (c) funding is not available for any part of facilities or services that the specified amenity provides outside the Auckland region; and
 - (d) funding is not available for facilities or services that at any time in the 5 years immediately before the date on which the Funding Board or the Auckland Council applies this paragraph have been provided funding by—
 - (i) a Crown entity, as defined in section 7(1) of the Crown Entities Act 2004; or
 - (ii) a department specified in Schedule 1 of the State Sector Act 1988; and
 - (e) funding for the retention and preservation of a specified amenity's library or collection takes priority over the amenity's other expenses; and
 - (f) funding is available only if the specified amenity has made all reasonable endeavours to maximise its funding from other available funding sources; and
 - (g) total funding for all specified amenities assessed for a financial year must not exceed the maximum levy for that year under section 34; and
 - (h) any other funding principle that the Auckland Council publicly notifies under subsection (3).

Plus, the two funding principles added in October 2012 by Auckland Council:

- (i) Total funding for all specified amenities assessed for a financial year should have regard to Auckland Council's proposed rates increases for the forthcoming year;
- (j) Funding is available only if the specified amenity has made all reasonable endeavours to align its activities (in the Auckland region, and for which it seeks funding) with the objectives of the Auckland Plan, including by adopting relevant performance measures.

In compliance with the Act and in response to the additional information requested by the Funding Board our organisation declares the following:

Enter amenity name here

- 50.** (a) For the period 1 July 2025 to 30 June 2026, we seek the following grant funding from the Auckland Regional Amenities Funding Board; **\$ insert here**
- (b) Our application complies with the funding principles set out in Section 21 of the Auckland Regional Amenities Funding Act 2008 and the two principles added by Auckland Council in 2012; (Y/N)
- (c) The funding sought is for the purpose of contributing to the expenses that we must incur to provide our facilities or services; (Y/N)
- (d) The funding sought is for capital expenditure; (N/Y)
- (e) The funding sought is for services provided outside the Auckland region; (N/Y)
- (f) The funding sought is to replace funding received at any time in the past 5 years from a Crown entity, as defined in [section 7\(1\) of the Crown Entities Act 2004](#), or a department specified in [Schedule 1 of the State Sector Act 1988](#); (N/Y)
- (g) Our organisation has made all reasonable endeavours to maximise its funding from other available funding sources; (Y/N)
- (h) Our organisation has made all reasonable endeavours to align its activities with the objectives of the Auckland Plan, including adopting relevant performance measures; (Y/N)
- (i) Our application includes details of our purpose, objectives, performance targets and other measures to assess achievement of our objectives; (Y/N)
- (j) Our application includes the nature and scope of the facilities or services we provide, indicative costs of activities, sources of funds for the activities and details charges for facilities or services; (Y/N)
- (k) Our application provides detailed financial information for the 2025-2026 year and general information for 2026-2027 and 2027-2028; (Y/N)
- (l) Our application includes explanations of changes between last year's projected funding requirement for 2025-2026 and the amount now requested; (Y/N)
- (m) We have read the Important Notes on page 1 and the Funding Application Guidance provided on page 2 of the funding application; (Y/N)
- (n) We note that in undertaking full and detailed assessments of the funding applications received, the Funding Board reserves the right to seek confidential and independent advice, as and when necessary, to assist with its decision making processes and to discharge its obligations under the Act: (Y/N)

Signed by Chief Executive	Signed by Board Chairperson
Name: Date:	Name: Date:

APPENDIX ONE: FINANCIAL INFORMATION – Summarised

This summary format is additional to the full budgets required for 2025-2026, 2026-2027 and 2027-2028. An Excel spreadsheet will be provided.

INSERT TEMPLATE FIN STATEMENTS

INSERT TEMPLATE FIN STATEMENTS

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Memo

04 June 2024

To: Auckland Regional Amenities Funding Board Directors

From: Leigh Redshaw, Advisory Officer

Subject: Appointment of Chair and Deputy Chair – 2024-2025 & Bank Account Signatories

APPOINTMENT OF CHAIR AND DEPUTY CHAIR

1. The positions of Chair and Deputy Chair of the Funding Board are renewed on an annual basis.
2. Under the provisions of the Auckland Regional Amenities Funding Act, it is necessary for the members of the Funding Board to appoint one of the six Auckland Council appointed members to the position of Chair.
3. Any remaining board member can be appointed as Deputy Chair.
4. Appointments take effective from 1 July each year.
5. Mr Scott Pearson and Ms Paula Browning were appointed as Chair and Deputy Chair respectively for the 2023-2024 term.
6. A serving chair and deputy chair can stand for re-appointment.

UPDATE BANK SIGNATORIES

7. It is necessary to updated and confirm the bank signatories for the Funding Board bank accounts from 1 July 2024.
8. If existing Chair and Deputy Chair are not reappointed to those positions the board can remove that / those member/s as a bank signatory.
9. As Mr Leigh Redshaw (Advisory Officer) will cease his tenure on 30 June 2024, it is necessary to remove him as bank signatory as at that date.