

# AUCKLAND COUNCIL BID PROGRAMME MANDATORY MANAGEMENT SUMMARY

Completed and submitted no later than 10 March annually.

Reference: BID Policy, Appendix B

BID-operating business association name: Birkenhead Town Centre Association Inc Trading as Birkenhead Village Association

Incorporated Society number: 1568912

Contact details:	Name:	Email:
Manager:	Kae Condon	kae@birkenhead.net.nz
Chair:	Steve Simms	Steve@bbc.kiwi
Treasurer:	Adrienne Leslie	info@thebusinesshub.co.nz

Note: Auckland Council will use the contact details (above) for the purposes of communicating information, updates & activities relating to the Auckland Council BID Programme

**Purpose** — This document confirms the BID programme annual accountability reporting as required by the BID Policy

**BID programme accountability**

Year ending 30 June

- Please attach a PDF file containing all required documents
- AGM approved version of documents.

Tick confirming attached

**REQUIRED**

**COMPLETE THE INFORMATION IN THIS COLUMN**



**Business plan** for the following financial year. The business plan must align with the draft budget for the following financial year.

AGM approved business plan for year end .....30 June 2027.....  
 • Attached Business Plan 2026/2027



**Draft detailed income and expenditure budget** for the following financial year.

- Must include the BID targeted rate grant amount, and any proposed increase or decrease.
- Must include the BID targeted rate grant amount identified as a separate line item i.e., not included as a total.
- The above must align with the business plan above.

AGM approved income and expenditure budget for year end 30 June 2027.....

✓ Attached income & Expenditure 2026/27

**Strategic plan** 3-5 years

**Note:** The strategic plan does not need to be provided but available on request, see section 3.1

Time period strategic plan covers: ...2024-2029.....

Plan Completed link provided



**Annual financial reporting to 30 June including:**

Treasurer written report	Summarising the financial performance and position of the BID-operating business association, including: <ul style="list-style-type: none"> <li>• Commentary to assist members understand: any surplus/deficit, financial impacts or risks to income, financial decisions considered by the executive committee, allocation and projects tagged against accumulated funds.</li> <li>• Accounting policies and operating procedures.</li> <li>• <b>Attached with this form</b></li> </ul>	✓ <input type="checkbox"/>
Signed financial performance/financial report, statement of cashflow and accompanying notes to 30 June.	Copy of signed annual financial performance report for the year end ..... • <b>Attached included with this form</b>	✓ <input type="checkbox"/>
Audit report/review	Copy of auditor's report or review for the June 30 2025 .....year. • <b>Attached included with this form</b>	✓ <input type="checkbox"/>
Signed audit management letter	Copy of auditor management letter, signed and dated by the auditor (the name of the person who carried out the audit). • <b>Attached is included with this form</b>	✓ <input type="checkbox"/>
Chair written report	Chair's report outlining a summary on the function of the executive committee and governance of the association. • <b>Attached is included with this form</b>	✓ <input type="checkbox"/>
Manager written report/ annual review	Reviewing the BID Programme – outcomes and achievements delivered during previous year, against the objectives set out in the business plan/ strategic plan. • <b>Attached is included with this form</b>	✓ <input type="checkbox"/>
Draft AGM/SGM minutes	Include: <ul style="list-style-type: none"> <li>• Confirmation a quorum has been achieved.</li> <li>• Minutes must align with the item numbering and resolutions set out in the approved meeting agenda.</li> <li>• The BID income and expenditure budget and BID targeted rate grant amount resolution.</li> <li>• <b>Attached is included with this form</b></li> </ul>	✓ <input type="checkbox"/>
Attend workshop with the local board/s. The discussion includes: <ul style="list-style-type: none"> <li>• Overview of the objectives and goals for the current financial year</li> <li>• Opportunities to share with the local board</li> </ul>	February 3 11.30 2026 Record meeting outcome Globe Light Refurbishment Stage 2 completed by 30 June 2026. Kaimataara Cover of public space investment by council. Reinstatement of our Tourism driver Inner City Rainforrest Access Le Roys Bush Maintenance of Pavers	✓ <input type="checkbox"/>
Confirmation of BID affiliate and member register	The association has a database of: <ul style="list-style-type: none"> <li>• BID affiliates – as best as possible</li> <li>• Registered association members</li> </ul>	✓ <input type="checkbox"/>

Manager's confirmation

Name: Kae Condon

Signature: 

Date: .....9 February 2026.....

Download from <https://bid.aucklandcouncil.govt.nz>

Please return to Auckland Council [bids@aucklandcouncil.govt.nz](mailto:bids@aucklandcouncil.govt.nz)

# AUCKLAND COUNCIL BID PROGRAMME MANDATORY GOVERNANCE SUMMARY

Completed and submitted no later than 10 March annually.

Reference: BID Policy, Appendix C

BID-operating business association name:

Incorporated Society number:

**Purpose** — This document confirms the BID programme annual accountability reporting as required by the Auckland Council and the BID Policy.

This document will be included in the annual BID compliance report prepared by Auckland Council for the relevant Local Board/s.

## CONFIRMATION AND DECLARATION

1.	<p>I confirm that all documents as attached to the Mandatory Management Summary (Appendix B)</p> <ul style="list-style-type: none"> <li>• comply with the BID Policy</li> <li>• provided to Auckland Council for the year ending 30 June ...2025.....</li> </ul>
2.	<p>I confirm that the Birkenhead Town Centera Association Inc Trading as Birkenhead Village at their General Meeting AGM/SGM dated Monday 13 October ....., approved via a resolution/s the income and expenditure budget and the BID targeted rate grant amount as follows:</p> <p><b>Resolution 7:</b>  <b>Recommendation:</b> That Birkenhead Town Centre Association Inc. receive and approve the proposed income and expenditure budget for the 1 July 2026 to 30 June 2027 Financial Year. That the Association note that there will be <b>no</b> increase in the Association's BID targeted rate grant for 2026/2027, resulting in a BID targeted rate amount of \$229,027. Further ask the Kaipatiki Local Board recommend to the governing body the amount of \$229,027 be included in the Auckland Council draft 2026/2027 annual budget consultation process.</p> <p>Note: Auckland Council agrees to consider the incorporation of the BID targeted rate amounts into the Auckland Council Annual Budget or 10-year budget.</p>
3.	I confirm that members received all required notice about General Meetings (AGM/SGM) held either 14 days or 21 days prior to the date of the meeting (s).
4.	I confirm that BID affiliates have free access to information about the BID Programme.
5.	I confirm that all Incorporated Society Act 1908 (as amended or replaced from time to time) requirements have been met.
6.	<p>As chair of the above business association, I confirm the association is, to the best of my awareness, compliant with the BID Policy.</p> <p>I will advise Auckland Council if I become aware of any known perceived or real/current or potential issues that can affect compliance with the BID Policy.</p>

Chair confirmation

Name: STEVE SIMON

Date: 11-2-26

Signature:


