

Resource Management Policy

PURPOSE:

The purpose of this Resource Management Policy is to ensure fiscal responsibility and long-term sustainability of our Association.

SCOPE:

The scope of this Resource Management Policy includes:

- Board
- Chief Executive Officer/General Manager
- Senior Management Team
- All staff - permanent, fixed term and relieving
- Tamariki
- Whānau
- Volunteers
- Contractors
- Visitors

REQUIRED PROCEDURES (what actually happens):

Credit Card Procedure – HK

Fraud Prevention Procedure – HK

Fundraising Procedure - HK

Facilities Project Planning Procedure - HK

Grants Procedure - HK

Reimbursement Procedure - HK

Retention of Records Procedure - HK

Targeted & Equity Funding Procedure - HK

LEGISLATIVE REQUIREMENTS:

Act	Weblink
Accident Compensation Act 2001	https://www.legislation.govt.nz/act/public/2001/0049/latest/DLM99494.html
Anti-Money Laundering and Countering Financing of Terrorism Act 2009	https://legislation.govt.nz/act/public/2009/0035/latest/DLM2140720.html
Building Act 2004	https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html
Counter-Terrorism Legislation Act 2021	https://www.legislation.govt.nz/act/public/2021/0037/latest/LMS479298.html
Civil Defence Emergency Management Act 2002	https://www.legislation.govt.nz/act/public/2002/0033/51.0/DLM149789.html

Act	Weblink
Companies Act 1993	https://www.legislation.govt.nz/act/public/1993/0105/latest/DLM319570.html
Consumer Guarantees Act 1993	https://www.legislation.govt.nz/act/public/1993/0091/24.0/DLM311053.html
Copyright Act 1994	https://www.legislation.govt.nz/act/public/1994/0143/latest/DLM345634.html
Covid-19 Public Health Response Act 2020	https://www.legislation.govt.nz/act/public/2020/0012/latest/LMS344134.html
Crimes Act 1961	https://www.legislation.govt.nz/act/public/1961/0043/latest/DLM330275.html
Earthquake Commission Act 1993	https://www.legislation.govt.nz/act/public/1993/0084/latest/DLM305968.html
Education & Training Act 2020	https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html
Employment Relations Act 2000	https://www.legislation.govt.nz/act/public/2000/0024/latest/whole.html
Fair Trading Act 1986	https://www.legislation.govt.nz/act/public/1986/0121/latest/DLM96439.html
Family Violence Act 2018	https://www.legislation.govt.nz/act/public/2018/0046/latest/whole.html
Fire and Emergency New Zealand Act 2017	https://www.legislation.govt.nz/act/public/2017/0017/latest/DLM6712701.html
Food Act 2014	https://www.legislation.govt.nz/act/public/2014/0032/latest/whole.html
Goods and Services Tax Act 1985	https://legislation.govt.nz/act/public/1985/0141/latest/whole.html
Harmful Digital Communications Act 2015	https://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html
Health & Safety at Work Act 2015	https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html
Human Rights Act 1993	https://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html
Incorporated Societies Act 1908	https://www.legislation.govt.nz/act/public/1908/0212/latest/whole.html
Incorporated Societies Bill 2021	https://legislation.govt.nz/bill/government/2021/0015/latest/LMS100809.html?sr=c=qs

Act	Weblink
Income Tax Act 2007	https://www.legislation.govt.nz/act/public/2007/0097/latest/DLM1512301.html
Insurance (Prudential Supervision) Act 2010	https://www.legislation.govt.nz/act/public/2010/0111/latest/DLM2478115.html?rc=qs
KiwiSaver Act 2006	https://www.legislation.govt.nz/act/public/2006/0040/latest/DLM378380.html
Local Government Act 2002	https://www.legislation.govt.nz/act/public/2002/0084/latest/whole.html
New Zealand Public Health & Disability Act 2000	https://www.legislation.govt.nz/act/public/2000/0091/latest/DLM80051.html
New Zealand Superannuation and Retirement Income Act 2001	https://www.legislation.govt.nz/act/public/2001/0084/latest/versions.aspx
Privacy Act 2020	https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html
Public Finance Act 1989	https://www.legislation.govt.nz/act/public/1989/0044/latest/DLM160809.html
Public Service Act 2020	https://www.legislation.govt.nz/act/public/2020/0040/latest/LMS106159.html
Income Tax Act 2007	https://www.legislation.govt.nz/act/public/2007/0097/latest/DLM1512301.html
Resource Management Act	https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html
Sale & Supply of Alcohol Act 2012	https://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html
Serious Fraud Office Act 1990	https://www.legislation.govt.nz/act/public/1990/0051/latest/DLM210990.html
Smoke-free Environments & Regulated Products (Vaping) Amendment Act 2020	https://www.legislation.govt.nz/act/public/2020/0062/latest/LMS313857.html
Smoke-free Environments (Prohibiting Smoking in Motor Vehicles Carrying Children) Amendment Act 2020	https://www.legislation.govt.nz/act/public/2020/0019/latest/LMS211282.html
Tax Administration Act 1994	https://www.legislation.govt.nz/act/public/1994/0166/latest/DLM348343.html
Treaty of Waitangi Act 1975	https://www.legislation.govt.nz/act/public/1975/0114/latest/whole.html
Trusts Act 2019	https://www.legislation.govt.nz/act/public/2019/0038/latest/DLM7382815.html
Vulnerable Children Act 2014	https://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html

REGULATORY REQUIREMENTS:

Regulations	Weblink
Building Regulations 1992	https://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html
Early Childhood Regulations	https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html
Fire & Emergency New Zealand (Fire Safety, Evacuation Procedures & Evacuation Schemes) Regulations 2018	https://www.legislation.govt.nz/regulation/public/2018/0096/latest/whole.html
Food Regulations 2015	https://www.legislation.govt.nz/regulation/public/2015/0310/latest/DLM6684211.html
Licensing criteria for centre based ECE services	https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/
Playground Safety Standards – 5828, 2015	https://www.standards.govt.nz/shop/NZS-58282015
Smoke-free Environments & Regulated Products Regulations 2021	https://www.legislation.govt.nz/regulation/public/2021/0204/latest/whole.html#LMS524981
XRB Public Sector Standards	https://www.xrb.govt.nz/accounting-standards/public-sector/