



DELEGATION AND POWERS RESERVED TO THE BOARD

DELEGATION OF POWERS:

The board delegates to the Director responsibility for leading and managing the day to day affairs of the Trust in accordance with Powers Reserved to the Board, Trust policies and approved plans and accountability to the trustees; giving them the necessary information on which to make fair judgements to allow them to fulfil their role effectively.

OBJECTIVES:

1. Establish clear lines of responsibility, authority, scope and involvement in all decision making.
2. To ensure there is adequate control of organisational and business risk while minimising the negative effects of excessive control.
3. To develop and stimulate staff by empowering them to make decisions, based on competence and motivation, consistent with an overall staff development plan.

ACCOUNTABILITY:

With each delegated authority there must be clear accountability – that is, targets or other measures to judge performance are reported on and monitored.

DELEGATIONS	Approval for Decision Making	Accountability
FINANCIAL DELEGATIONS:		
<p>1. Operating Expenditure:</p> <p>Delegation to the Director of expenditure up to level of approved operating budget items. Expenditure not in the annual budget less than \$2000.</p>	<p>Director</p> <p>Director</p>	<p>Board</p> <p>Board</p>
<p>2. Capital Expenditure - Buildings:</p> <p>Major projects shall be submitted in the first instance to the Audit and Risk Committee and confirmed by the Trust board.</p> <p>Delegation to the Director of expenditure up to level of approved project budget together with approved variations.</p> <p>Upgrades may be carried out by the Director if included in the approved budget.</p>	<p>Director</p> <p>Director</p> <p>Director</p>	<p>A&R / Board</p> <p>Board</p> <p>Board</p>
<p>3. Treasury:</p> <p>All money belonging to REAP Wairarapa should be paid into the appropriate bank account and may be paid out by electronic banking, direct credit, cheque or other appropriate method in line with these delegations and the Board's Financial Controls Policy.</p>	<p>Director</p>	<p>Board</p>
<p>4. Payment of expenditure:</p> <p>Delegation to the Director as follows</p> <p>For payment of expenditure within operating budget.</p> <p>For payment of expenditure to Capital Expenditure budget.</p> <p>For approval of expenditure not in the annual budget, not exceeding \$2000.</p> <p>Unlimited taxes and GST. Accounts paid within the above authority shall be scheduled and presented to the regular Trust meeting for information of Trustees.</p>	<p>Director</p>	<p>Board</p>

DELEGATIONS	Responsibility	Accountability
EMPLOYMENT DELEGATIONS:		
10. Appointment and Dismissal of Employees The Board delegates the authority for appointment, suspension and dismissal of staff members, including the negotiation and approval of terms of their employment agreement, to the Director who shall advise the Board at their next meeting or in an emergency the Board Chairman. This delegation includes negotiation of collective staffing agreements. No staff shall be appointed or remuneration approved beyond approved staffing budget level without prior approval of the Board.	Director	Board
11. Redundancy Where a redundancy situation arises, the Director must consult with the Executive Committee prior to discussion with affected employees, if a redundancy payment could occur.	Director	Executive Committee
12. Travel, Allowances & Expenses Expenses claimed by the Director must be approved by Chairperson and in accordance with employment agreements. Expenses for all other staff are to be approved by the Director in accordance with employment agreements.	Director	Chairperson
PLANNING and PROGRAMME and REPORTING DELEGATIONS:		
13. Planning The Director is responsible for the development of the Annual Business Plan with accompanying budget. The Board may delegate the development of other key planning documents to the Director from time to time.	Director	Board
14. Programmes The Director is responsible for the design, development and delivery of REAP programmes that fall within current approved plans. The Director may organise activities that complement existing plans if they fall within budget or are self funding.	Director	Board
15. Reporting The Director is responsible for reporting progress and variances to Business Plans, Budgets, Programmes and any other matter likely to affect REAP Wairarapa.	Director	Board

OTHER DELEGATIONS:	Responsibility	Accountability
<p>15. Development of Board Meeting Agenda</p> <p>The agenda for regular monthly Board meetings should be prepared in consultation with the Board Chairperson.</p>	Director	Chairperson
<p>16. Public Statements</p> <p>All policy public statements shall be made by the Chairperson of the Board or their delegate. The Chairperson may delegate responsibility to the Director on an issue by issue basis as appropriate.</p> <p>The Director is the spokesperson for operational public statements.</p>	<p>Chairman</p> <p>Director</p>	<p>Board</p> <p>Board</p>
<p>17. Emergencies</p> <p>In the case of emergencies the Director is empowered to act in the best interests of the Trust. If possible he shall consult with the Chairperson, or any other board member available.</p>	Director	Board
<p>18. Confidential and Private Information</p> <p>In the normal course of duties the Director will receive information that is confidential. The Director shall advise the Chairperson on receipt of confidential information on a need to know basis.</p> <p>As per the Privacy Act, the Director must not use or disclose private information for any purpose other than the purpose for which the information was supplied.</p>	Director	Chairman

POWERS OF DECISION RESERVED TO THE BOARD:	Responsibility	Accountability
<p>19. Delegation and Powers of Decision Reserved to the Board</p> <p>Powers in respect of the following matters are reserved to the Board</p> <ul style="list-style-type: none"> a. Responsibility for ensuring that the REAP Wairarapa Constitution is upheld, and for initiating and approving any alterations. b. Strategic policy approval. c. Approval of strategic and business plans including annual budgets, financial projections, statement of intent, goals and objectives. d. Approval of capital expenditure projects. e. Approval of bank. f. Approval of bank signing authorities. g. Appointment, appraisal and remuneration of the Director. h. Ratification of all agreements and legal documents, including contracts, signed on behalf of the Board of Trustees, with a value greater than \$10,000. i. The sale and purchase of property. j. The disposal of assets, with a value greater than \$10,000. k. The use of the common seal. l. The establishment of committees of the Board, their powers and terms of reference and the co-option of non-Board members to Committees. m. Approval of Change in Auditor. n. Approval of Annual Accounts. 	Board	Board

 Chairperson

 Director

 Dated