



NZUSA National Executive Meeting

Friday 17th July 2020

10:00am – 4:00pm

Wellington Boys and Girls Institute
3 Macdonald Crescent, Te Aro, Wellington 6141

Next meeting:

Thursday 3rd September 2020

10:00am – 4:00pm

Wellington

Agenda

Whakataka te hau ki te uru
Whakataka te hau ki te tonga
Kia mākinakina ki uta
Kia mātaratara ki tai
E hī ake ana te atakura
He tio, he huka, he hau hū
Tīhei mauri ora!

Procedural

1. Karakia and Welcome
2. Apologies
3. Disclosures of Interest
4. Matters Arising
5. Approval of National Executive Meeting Minutes (5th June 2020)
6. National Welfare Committee Minutes to be noted (22nd May 2020)
7. National Education Committee Minutes to be noted (24th June 2020)

8. Policy Committee Minutes to be noted (8th July 2020)
9. FRAC Minutes to be noted (10th July 2020)

Reports

10. NZUSA President Report
11. NZUSA Vice President Reports
12. Oral Reports
 - Te Mana Ākonga
 - Tauria Pasifika
 - Thursdays in Black
13. Finance Update (CONFIDENTIAL)
 - Balance Sheet
 - Aged Receivables
 - Profit and Loss
 - Risk Register
14. Policies recommended for Approval
 - Conflicts of Interest Policy (to be approved)
 - Finance Policy (to be approved)
 - Health and Safety Policy (to be approved)
 - National Rainbow Students' Committee Terms of Reference (to be approved)
 - NZUSA Governance Review Committee (approval to be noted)

Strategic Items & Decision-Making

15. NZUSA Governance Review Process
16. NZIST Five-Year Strategy
17. NZUSA Income and Expenditure Survey

Workshop

18. Te Tiriti o Waitangi Training – Provided by Engaging Well

Event at 6:00pm

19. NZUSA 90th Birthday Party!



NZUSA National Executive Meeting

Friday 5th June 2020

10:10am – 3:47pm

Zoom

Agenda

1. Karakia and Welcome

2. Apologies

- Jack M coming after 12:30am
- Helen V coming after 12:00pm
- David M away from 11:00pm – 12:00pm
- Sam B leaving at 2:00pm
- Geo R leaving at 3:00pm
 - Moved: IL
 - Seconded: GR
 - Moved U

Absent

- George B
- Perina M

3. Disclosures of Interest

- No further disclosures

4. Matters Arising

- Leave request for Isabella (15th – 19th June) – she is on the audit panel of AQA for this week
 - Moved SS
 - Seconded AL
 - Moved U
- Isabella: On the back of the Black Lives Matter protests, NZUSA should use our platform to raise awareness about racial injustice in Aotearoa. Recommend that NZUSA write to the Police opposing the arming of Police. Isabella will write NZUSA's submission, and put to National Executive for approval. Some local associations will not write submissions themselves, but there was unanimous support for NZUSA taking a stance.

THAT NZUSA write a submission to oppose the arming of New Zealand Police following the armed Police trials.

- Moved: IL
- Seconded: SB
- Abstain: DN
- Moved U
- Geo: Asked whether NZUSA should take a stance on certain laws being passed in the Philippines. Geo will send something around (letter etc.)
- Isabella: Student Accommodation Inquiry – Incredible win for students and was archived through our strong collective voice. Written submission open for four week, and two weeks for oral submissions. It was supported by ALL political parties. We need to get as many students to submit in order to see the changes we want. NZUSA are creating a platform on our website for students to submit.

5. Approval of National Executive Meeting Minutes (1st May 2020)

- Moved: IL
- Seconded: NP
- Moved U

6. National Welfare Committee Minutes to be noted (7th May 2020)

- Moved: IL
- Seconded: SBI
- Moved U

7. NZUSA Policy Committee Minutes to be noted (5th May 2020) *and*

8. NZUSA Policy Committee Minutes to be noted (27th May 2020)

- Moved: IL
- Seconded: SBI
- Moved U

9. NZUSA President Report

- THAT the report of Isabella Lenihan-Ikin be approved
 - Moved: SB
 - Seconded: AL
 - Moved U

10. NZUSA Vice President Reports

- THAT the report of Matthew Schep be approved
 - Moved: IL
 - Seconded: DM
 - Moved U
- THAT the report of Sam Smith be approved
 - Moved: IL
 - Seconded: GR
 - Moved U

11. Thursdays in Black Report

- THAT the Thursdays in Black Report be noted
 - Moved: IL
 - Seconded: SB
 - Moved U

12. Oral Reports

- Te Mana Ākonga
 - Moved: IL
 - Seconded: JM
 - Moved U
- Tauria Pasifika
 - Moved: IL
 - Seconded: SBI
 - Moved U

13. Policy Review Report and Policies to be Approved/Rescinded

- We will have a more robust discussion about the use of te reo in our formal documents at a later date. Discussed that it is up to each reincarnation of the national executive to set the expectations around when and where meetings occur. While attendance is preferred, there may be a range of reasons people cannot attend meetings, in this case, alternative means are provided.
- THAT the Meeting Policy changes be approved and the policy be reviewed in 2 years' time.
 - Moved: SS
 - Seconded: DN
 - Moved U
- THAT the Expenses and Reimbursements Policy changes be approved and the policy be reviewed in 2 years' time.
 - Moved: SS
 - Seconded: SBI
 - Moved U
- THAT the Communications Policy be rescinded
 - Moved: IL
 - Seconded: SBI
 - Moved U

14. Student Volunteer Army

- We were joined by Sam Johnson and Hannah Philip to discuss a potential partnership between NZUSA, local students' organisations and SVA. The discussion will continue in the Welfare Committee, Jacob P is interested in being involved, and some President's will get in touch with their welfare (or equivalent) representatives.

15. Revised National Executive Meetings and Revised Annual Plan

- We will poll to see who is able to attend in person meetings, one month's notice will be given before confirming in person meeting.

- Plan will be revised from time to time if needed.
- THAT we approve the revised meeting plan and annual plan:
 - Moved: IL
 - Seconded: GR
 - Moved U

16. NZUSA Governance Review

- There will be a secret vote for the University representative. An ITP rep is still needed. Andrew is working on a Terms of Reference and will aim to present it at the next National Executive meeting.

17. Living Wage

- We were joined by Marlon Drake (NZUSA Alumni) to discuss NZUSA being a Living Wage member. Sam suggested that the salaries be set at \$46,000 (President and VP), and \$8,000 (TIB and TP).
- THAT NZUSA become a member of living wage
 - Moved: IL
 - Seconded: SBI
 - Moved U
- THAT the wages of NZUSA be increased to \$46,000 (President and VP), and \$8,000 (TIB and TP).
 - Moved: ALes
 - Seconded: GR
 - Abstain: IL, SS, MS, ALeo
 - Moved U

18. NZUSA Stance of Marijuana Referendum 2020

- Due to several absences, the motion: *THAT NZUSA take a YES stance in the 2020 referendum on the legalisation of cannabis, focussing on harm minimisation, a health-based approach to drugs and drug education* – will be put to an electronic vote.

19. Employment and Management Workshop with Lance Peterson (Grow HR)

- The PowerPoint presentation will be sent around to the President's

20. Working with Māori Students' Associations Workshop

- Noho, Mossie and Issie will aim to meet with President's individually along with their Māori Students' Association representatives, to discuss their relationship and see how it could be improved.
- NZUSA and TMĀ will work on providing some resources or a handbook that members can use to enhance their knowledge about te Ao Māori, tikanga Māori, te Tiriti o Waitangi and advice about building relationships with Māori Students' Associations.

Meeting closed at 3:47



NZUSA Welfare Committee Meeting Minutes – 22nd May 2020

Present: Michael Turnbull (VUWSA), Matthew Schep (NZUSA VP), Michaela Waite-Harvey (OUSA), Tessa Guest (MAWSA), Jahla Lawrence (NZUSA TiB Coordinator)

Late: Sam Blackmore (LUSA), Isabella Lenihan-Ikin (NZUSA President)

Absent: Sarah Visser (LUSA)

Meeting opened at 12:05pm

This meeting is to catch up about how welfare things are going in our halls. Michael wants to get info from other campuses, pros and cons about their halls, establish universal best practice.

Otago has two types of halls: uni owned and uni affiliated (private). No universal approach during COVID-19. RA pay/rebates not consistent. Pastoral care is mostly run by RAs. Uni chaplaincy give their time freely but they are across the whole uni. There is nothing to support RAs themselves. Employees treated poorly. One student has started a union for RAs. RAs tend to be in their roles for several years, there will normally be a core group. Staff training from uni HR isn't very up to par; no cultural competency or intersectionality, poor at identifying issues. Staff include tutors for popular/competitive programmes. Main problem is dealing with culture and mental health; academic support is really good. New sustainable hall being built this year which is cool. All staff are uni hired but the pay and conditions are inconsistent; training is consistent but not fantastic quality.

Relationship between MAWSA and halls doesn't really exist. RA training seems to be good. Only have two halls, not catered, very different to other campuses. People who manage the halls are slack at communication and we don't know what's going on; it's a concern.

Lincoln halls are run in-house, only cleaning is contracted out. Approx. 350 students in catered accommodation, 300 in non-catered. Team of eight running the accommodation. Students pay a fee at start of the year, covers events and services throughout the year. Good communication channels and support, issues are followed up by the next working day. Most halls problems are alcohol related. RA training is a week-long induction that covers psychological first aid, consent, positive alcohol relationship, supporting victims of sexual violence, being a good mate, etc.

Would be good to gather resident satisfaction data from different campuses to demonstrate the strength of implementing best practices. Also, each tertiary provider with accommodation had to do a report after the death of UC student, this could be useful.

Meeting closed at 12:40pm.



NZUSA Education Committee Meeting Minutes – 24th June 2020

Meeting opened at 12:07pm

Present: Emily Coyle (Chair, OUSA), Alex Johnston (MUSA), Isabella Lenihan-Ikin (NZUSA President), Matthew Schep (NZUSA Vice-President), Elaine Hague (MAWSA)

Late: Sophie Stone (ASA), Stefan Biberstein (CUAP rep), Taylah Shuker (VUWSA)

Apologies: Emma Rogers (AUSA), James Heath (AQA rep)

Absent: Sarah Visser (LUSA)

Minutes from 27th March 2020

Moved: Matthew

Seconded: Alex

Abstained: Elaine

Motion Passed

Membership of the committee:

We have good representation from some areas especially Massey but there are gaps. Can we go through National Executive to get more reps especially from ITP sector? We have a student from W&W wanting to join which is good.

Strategic direction of the committee:

Good to see strong leadership from NZUSA around COVID-19 but the committee could have taken some of the workload and done more in the education space. National Exec did a lot of the heavy lifting with how fast things moved. It was a difficult semester with workload and rep work but we can enhance our approach to communication. Let's have more regular contact, maybe monthly meetings; case-by-case hasn't meant regular meetings.

We also don't have direction around what we want out of committee. It's a good discussion platform but where is it going? Do we have enough stuff to discuss monthly?

We could do some planning in July. Look at the teaching changes for Semester 2. Looking at things more proactively rather than reactively.

Committees perform two functions: proactive and reactive. NZUSA didn't want to put extra stressful work on the committee such as research into online learning. However if you're feeling like there's more capacity to do extra work then we can look into that. Maybe we want to write a report on some of the areas that COVID has highlighted, but if it's useful, we can look into other things too. The TEU work around shift to online learning is a really important space to be involved with.

Let's use this meeting to summarise the first half the year. We could do themed meetings, e.g. July for online, August for assessments.

TEU want to have a multi-stakeholder summit around resetting the direction of the tertiary sector and we should be involved. She will send through the formal proposal to the education committee once it's more fleshed out. Let's also keep sharing info around about what our institutes are doing.

We're rebuilding our website and it'll have a member login for members to access shared resources. Let us know what you might want in this space.

Fortnightly check-ins/updates on the group chat to be in better communication with each other.

How things went over the last semester

MUSA: Massey was one of the quicker unis to get stuff sorted. Already had distance technology, robust by NZ standards. Downside is welfare and equity issues raised, similar to what we saw at other institutes. Moving online was fast, had a two week gap, but we had advance warning. Massey really didn't anticipate the issues that arose, too focused on core delivery and administration.

ASA: There were some gaps in comms, for example how universal impairment was explained to students, it was quite vague. Discretion of grade changes is also an issue with inconsistency across courses and lecturers.

MAWSA: Most of our courses are practical in COCA, and we have a large group of nurses. Many classes postponed until end of year and having to do it in a block in November. It's quite confusing and not clarified well. We conducted some feedback sessions and made into reports for the colleges.

Massey execs are working with SLT to create online video content to better communicate with students. Massey isn't wanting to bring back lectures because contact tracing is so difficult and if a new case was linked to Massey then the whole campus must be shut within two hours.

Issie: We could survey students on preferred model for grade adjusting, bring some feedback. Delay until August however as we need to wait for final grades.

VUWSA: It's been a very reactive semester: grade bumping, Tri 2 layout, etc. Students very excited to see a new semester and a fresh start. Underlying issues are uncertainty and clarity around communication. Consultation has also been poor; it shouldn't be a tick-box or a rubber stamp. Has been a change of emphasis; earlier it was online learning with face-to-face elements, now it's face-to-face with online elements. We are hoping for clarity in the student newsletter today, but it's an inaccessible medium for comms for many students. Definitions have been thrown around and it's confusing.

There are a number of lenient approaches e.g. not needing proof for an extension, but it's not carried out evenly across the board. We've also had nine weeks of non-stop teaching with the early semester break and people are tired. We are holding the university to account on their promises.

Issie: We've been escalating these conversations nationally, particularly with NCSV, telling the government that institutes won't change many issues unless they are mandated to.

OUSA: We've been lucky with how receptive the uni has been to working with students. We had a good reciprocal relationship with the uni. Initially had COVID as a special consideration category, then moved to 5% grade bump efforts. Alongside this, more special considerations. We had a one week switch over to online from in-person, wasn't overly disruptive. Some courses like dentistry require certain practical hours, and we've worked on that with the uni and the students. Going forward, back to face-to-face learning other than for overseas students or those with health concerns. Concern over the exam software but were resolved. Results out next week, expecting a little backlash from students.

Studylink policy excludes students being paid allowance/loan if they have a break for more than four weeks. However institutes had to shift their dates because of COVID, and students are being denied their income over the winter period. Issie will follow up on this.

Meeting closed at 1:05pm.



NZUSA Policy Committee
Thursday 8th July 10:30am
Zoom

1. Present
 - Sam S, Georgia M, Andrew L, Joanna L and Liam D
2. Apologies
 - Max L
 - Stefan B
3. Accept Minutes of Previous Meeting (27th May 2020)
 - **SS/LD Moved**
4. Matters Arising
 - Sam noted that once policies are edited on Google Drive, the changes are accepted, and the content is copied into Word. The updated version is then compared with the current policy to produce a tracked change version.
5. Policy Review

Finance Policy

- Policy has been simplified
- Agreed that order of sections should be changes

SS/AL Moved

Conflicts of Interest Policy

- Agreed that declarations of conflicts of interests should extend to all committees
- Addition of interpretation section, including catch-all words for representatives and committees
- Added NZUSA specific example of a conflict of interest

SS/AL Moved

Health and Safety Policy

- More clarify needed around Health and Safety Risk Register
- Definition of serious harm added

- Discussion around whether 2.2.3 should have a specific number or ratio of first aid trained personnel. Consensus what that 'sufficient' allowed flexibility depending on the make-up of the office in any given year.
- Incidents should be recorded in an Incidents Register.
- A verbal health and safety update should be given at every National Executive meeting

SS/JL Moved

Meeting closed 11:37



NZUSA Finance Risk and Audit Committee

Thursday 10th July

1:00pm

Zoom

Agenda

1. Welcome

Present: Gregory Fleming (LUSA), Isabella Lenihan-Ikin (NZUSA), Andrew Lessells (Chair), Josh Meikle (OUSA), Ralph Zambrano (VUWSA), Kyle Murray (Te Mana Ākonga) and Sam Smith (NZUSA)

2. Apologies

Apologies: Isabella Lenihan-Ikin (Lateness)

3. Minutes from the Previous Meeting

THAT FRAC accept the minutes of the previous FRAC meeting held on 9th April 2020 as a true and correct record.

AL/RZ

Carried U

4. Matters Arising

- Noted that the interest rate of the 90-day account is 1.75% and the 32-day account is 1.00%.

5. Balance Sheet

- It was mentioned that NZUSA could apply for not-for-profit status, which may wipe some of the GST owing on certain transactions. Sam and Andrew will investigate this.

THAT FRAC note the Balance Sheet.

AL/KM

Carried U

6. Aged Receivables

- Discussed that Scoop have agreed to pay \$500 per month until the debt is paid. There is also the option for NZUSA to use some smaller Scoop services (i.e. publishing NZUSA press releases) and subsequently waive portions of the debt. We are meeting with Scoop to discuss this on Thursday 16th July.

THAT FRAC notes the Aged Receivables.

AL/GF

Carried U

7. Profit and Loss

- Regarding the salary implications of Isabella staying on as President until December, Sam and Isabella will put together some options for allocating hours for FRAC to consider and recommend to the National Executive.
- Sam is working on a subscriptions register to better reflect NZUSAs subscriptions for the 2021 budget.

THAT FRAC notes the Profit and Loss Statement.

AL/RZ

Carried U

8. Risk Register

THAT FRAC notes the Risk Register.

AL/GF

Carried U

9. General Business

At the next FRAC meeting, we will begin to discuss the Budget for 2021.

Meeting closed at 1:38pm

Memorandum

To	NZUSA National Executive
From	Isabella Lenihan-Ikin
Date	12 th July 2020
Subject	National President Report

Purpose

The purpose of this report is to provide an overview of the work of my work as an NZUSA National President since the last National Executive meeting in June.

The most significant piece of work that I have been doing is the NZUSA engagement on the Student Accommodation Inquiry. This includes leading changes to the website so that we could host a submission form, contributing to the writing of the NZUSA submission (alongside Sam and Matt) and working with a film maker to make short promotion videos.

Here is a brief overview of the key projects I have been working on:

Association engagement and support:

- Attended the Te Mana Ākonga Kaiarahi Hui
- Met with incoming VUWSA President
- Inaugural meeting of the Student Advocates Network
- NZUSA Education Committee meeting
- Meeting with NZISA
- Meeting with Student Advocates Network Coordinator
- Meeting with students to discuss issues specific to post-graduate issues
- Meeting with Otago Polytechnic to discuss
- 3-hour workshop at Unitec
- Meeting with Disabled Students' Association
- FRAC Meeting
- Planning of the NZUSA National Executive, including planning for the NZUSA Alumni celebration and Te Tirit training
- Meeting with Kyla Campbell-Kamariera, WSU President
- Meeting with several students and regarding advocacy on online lectures

Lobbying and government engagement:

- Met with Nicola Meek, Ministry of Education

- Met with TEC, MoE, TEU and TIASA

Campaigns:

- **Student Accommodation Inquiry**
 - Met with Chlöe Swarbrick to design the Terms of Reference for the Inquiry
 - Met with TMĀ regarding Student Accommodation Inquiry submissions
 - Met with the TEU regarding Student Accommodation Inquiry submissions
 - Filmed Student Accommodation Videos 2 days (Friday and Sunday)
 - Hosted a Zoom Hui with TMĀ and TP regarding the Student Accommodation Inquiry
- **Grade Scaling**
 - Met with Chlöe Swarbrick regarding the issue with grade scaling
- **YES2020**
 - Panelist, NZ Drug Foundation Panel on Marijuana Referendum
 - Meeting with YES2020 campaign
 - Meeting with Paru Politics
- **Election campaign**
 - Meeting with VUWSA Campaigns Officer
 - Planning of election campaign, including election debate with TMĀ and TP

Research:

- Working with NZUSA Covid-19 researcher and writing of the forward

Media:

- Interview with Stuff regarding vision for tertiary education
- RNZ Nine to Noon Live Interview Online Learning
 - <https://www.rnz.co.nz/national/programmes/ninetoonon/audio/2018751665/uni-lectures-stay-online-leaving-some-feeling-short-changed>
- Interview for Student Loan Podcast
- Spinoff op-ed on Student Accommodation
 - <https://thespinoff.co.nz/politics/28-06-2020/as-universities-go-ever-more-online-students-are-getting-left-out-in-the-cold/>
- <https://www.scoop.co.nz/stories/ED2007/S00009/nzusa-supports-the-governments-25-million-investment-into-student-mental-health-services.htm>
- NZ Herald Funding for Mental Health Services
 - https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12347285
- RNZ Online Learning Interview
 - <https://www.rnz.co.nz/news/national/419722/victoria-uni-faces-call-for-students-to-be-compensated-over-continued-online-learning>
 - <https://www.rnz.co.nz/national/programmes/morningreport/audio/2018751984/students-annoyed-university-courses-headed-online>
- NZ Herald/RNZ Fees Free

- https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12340373
- <https://www.rnz.co.nz/news/national/419117/students-motivated-to-enrol-by-fees-free-policy-struggle-with-university-research-finds>
- <https://www.rnz.co.nz/national/programmes/morningreport/audio/2018750845/fees-free-students-struggling-with-uni-report-finds>
- RNZ 'Afternoons' Live Interview Online Learning
 - <https://www.rnz.co.nz/national/programmes/afternoons/audio/2018752711/students-unsure-about-online-learning>
- RNZ/NZ Herald International Students
 - https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12344123
 - <https://www.rnz.co.nz/news/national/420132/phd-candidate-says-some-post-grad-students-should-be-let-in-as-essential-workers>
- One News Online Learning
 - <https://www.tvnz.co.nz/one-news/new-zealand/waikato-university-defends-abandoning-face-lectures>
- RNZ Grade Point Scale Up
 - <https://www.rnz.co.nz/national/programmes/thepanel/audio/2018749476/covid-19-victoria-university-petition-for-scale-up-of-grades>
- TVNZ Mental Health Support
 - <https://www.tvnz.co.nz/one-news/new-zealand/government-put-25m-towards-mental-health-services-tertiary-students-amid-covid-19-pandemic>
- One News Interview Grade Point Scale Up

Other:

- Engagement with Living Wage Aotearoa regarding accreditation for NZUSA
- Met with Sam Johnson, Student Volunteer Army
- Met with Salient News Editor
- **Website design**
 - Meeting with Website Designer to plan re-fresh
- Meeting with TEU Communications Officer to discuss a joint communications campaign

Memorandum

To	NZUSA National Executive
From	Matthew Schep
Date	10 th July 2020
Subject	National Vice President Report

Purpose

The purpose of this report is to provide an overview of my work as NZUSA Co-Vice-President between 1 June and 10 July 2020.

Overview

It has been a busy six weeks for me in National Office, with some big wins and some ongoing projects that are yet to bloom. Crossing into the second half of the year has offered opportunity for reflection and to look forward with purpose into the second semester. I want to thank everyone for their work over the last six months; it's been one of the toughest periods in recent history to be a student politician or even a student, and everyone has stepped up to the challenge marvellously.

Student Accommodation

One of our biggest wins so far this year has been the Select Committee Inquiry into Student Accommodation. Since my last report, the inquiry was announced by the government, who oversaw a month of submissions. I worked to develop a submissions template for our website, set up online advertising to encourage submissions, worked with some halls students on other campuses to step up engagement on the issue, supported online hui about the issue, and wrote most of NZUSA's twenty-page submission on the inquiry. With the cross-party support on the issue, we've been able to push and participate in a process that will hopefully see some strong legislative changes next year, and I intend to continue to work with NZUSA on any necessary lobbying and/or research to keep fighting for our views on this in the national space.

NZIST Engagement

NZIST have been difficult to engage with over the last month, continuing a trend since our first meeting. Andrew and I met again with Alex, the Deputy CE, to discuss updates on student voice support and the internal elections. While answers were not exactly forthcoming, and we got a lot of verbal promises that they would come soon, we did receive a heartfelt promise to centre learners and student voice in this new chapter of vocational education. We provided strong feedback of how NZIST could better support ITP student voice, at the request of Alex.

Andrew, Helen, and I have also developed a five-year strategic plan for NZUSA to engage with NZIST. It is attached to this agenda.

Rainbow Student Representation

I have attached the draft Terms of Reference to this agenda, for the National Executive to pass if they see fit. It has been through consultation with both the rainbow student community and the Policy Committee.

Since it has been exam season, I haven't organised much else with the rainbow students. However, reps from Victoria, Massey Wellington, and Weltec and Whitireia came up to the office one Friday and we had a fun afternoon going through the archives, learning NZUSA's history of queer student work, and taking stock of resources.

Membership support

Both UCol and Wintec student communities have elections coming up in the next few weeks, the former for a new student association. I have been working really closely with student reps on both campuses to plan these elections, and I am the returning officer for both.

At UCol, I have had meetings with students and staff to plan a consultation roadshow on the new association and to set up a formation processes that engages students and is constitutionally sound. The close proximity to Wellington means that I am able to do this work in person, at little additional cost, and the staff have been nothing but supportive.

The SAWIT AGM and elections are in two weeks, and I am hoping to be able to make it in person. I have done some strategic planning and constitutional work with James, the acting President, in order to safeguard and strengthen the association moving forward.

Governance Review

Our team of six has had an initial meeting, where we set the terms of reference, talked about and planned the process, and set a timeline. The Terms of Reference are attached to this agenda. We have an initial consultation survey for members and partners ready to go out soon, and we trust that you will all work with your teams to put forward a strong contribution. The first person to message me the words 'I'm looking forward to the alumni event this weekend' will receive a block of chocolate from me.

Income and Expenditure Report

I have done some initial planning and consultation around our triennial Income and Expenditure Report, including swotting up on past surveys and reports. Please see the memo attached to this agenda for further details.

Contract Work:

As a part of a contract that NZUSA has with Weltec and Whitireia, I provide up to forty-five hours of work every quarter supporting their student council and student voice on campus. I have recently been planning for the second semester return to campus, by laying the

foundations for a Thursdays in Black club, planning some consultation around their CSSF, and meeting regularly with Mila and with members of the student support team. I have also been providing advocacy to a student, as per the terms of the contract.

I recently orchestrated the renewal of the contract with the institute, successfully bringing the council up to a full associate membership fee and reducing the number of hours per week provided, as the council moves slowly toward self-sufficiency.

Other work

I have continued to provide substantive and administrative support to the Education Committee, who have met once since the last executive meeting. I also joined Isabella and Sam and other tertiary unions on a group call with Minister Hipkins, where we raised issues such as NZIST's lack of engagement around meetings, the importance of a UEI, and the need for the Minister to move forward with the National Centre for Student Voice work.

Recommendation

- THAT the National Executive approve this NZUSA Co-Vice-President Report

Memorandum

To	NZUSA National Executive
From	Sam Smith
Date	10 th July 2020
Subject	National Vice President Report

Purpose

The purpose of this report is to provide an overview of the work of my work as an NZUSA Vice President since the last National Executive meeting in June.

My key projects in this period have been doing the groundwork for our new website, continuing with the organisational policy review and tidying up our finances. I had exams/final assignments in the last weeks of June, so I reduced my hours during this time.

Here is a brief overview of the key projects I have been working on:

June (5th-31st)

- Began the groundwork for the new NZUSA website
- Took part in an internal audit of the Academic Quality Agency (AQA)
- Worked on the new contract between NZUSA and Weltec and Whitireia
- Wrote the final draft MOU between NZUSA and the Electoral Commission
- Reviewed the Conflicts of Interest, Finance and Health and Safety Policy
- Met with Georgia (OUSA) and Andrew (Younited) to work on the Finance Policy
- Reviewed NZUSA's contract with MSD re: Student Allowance Panels – and met with MDS to discuss the arrangement going forward.
- Prepared agendas for the NZUSA Policy Committee and Finance, Risk and Audit Committee
- Various day to day administrative tasks such as sending invoices, paying bills and processing payroll

June (1st-10th)

- Talked with accountant to get an update on their progress with our GST bill
- Talked with Scoop about their debt repayment, and set up future meeting to discuss our ongoing relationship
- Discussed NZUSA budget with Isabella and mapped out the campaigns budget
- Chaired NZUSA Policy Committee Meeting

- Attended FRAC meeting
- Filed GST return
- Put together agenda for this National Executive Meeting

Recommendation

- THAT the National Executive approve the NZUSA Vice President Report

Memorandum

To	NZUSA National Executive
From	Sam Smith (NZUSA Vice President)
Date	10 July 2020
Subject	Financial Report

Purpose

This update is to provide context for the financial documents in the agenda, and raise any notable financial matters.

Balance Sheet

- I am still working with our accountants at Deloitte to fix up some issues on the balance sheet. I want it all cleaned up by the end of the year.
 - Current Assets – Accounts Receivable (Accountants Owner) – The accountant is looking into what this might be
 - Non-current Liabilities – Loan – Accountant looking into
 - GST – Our accountants are drafting a letter to send to IRD explaining what has happened.
- Everything else looks good, and we are in a much better financial position than this time last year.

Aged Receivables

- The debts of Marlon Drake, Puawai Hudson and IPU have been written off by the Executive. The write-offs of Xero are being processed, but do not show on the June aged receivables.
- SAWIT – their President has recently left, and there have been financial issues with their tertiary provider. We will work with the new President to retrieve their membership fee
- AS@U – their association effectively closed at the start of the year due, we are working with them to rebuild their association. We will receive their membership fee when this work is done, hopefully soon.
- Younited – still awaiting payment on several invoices dating back to June 2020. Andrew is working to ensure these are paid.
- Te Mana Ākonga – TMA are aware of the outstanding invoice, payment should be made soon.
- Scoop – we have informed Scoop that we wish to receive this debt, instead of an alternative service offer. They have proposed to pay off a minimum of \$500 per week. Some of the total amount may be waived if we continue using some of their services (i.e. publishing NZUSA press releases).

Profit and Loss

- A general note – much of the underspending has been due to COVID-19
- The 32-day and 90-day accounts are not linked to Xero, so the interest we have accumulated this year is not reflected on Xero. I am in the process of fixing this for future. We are on budget for interest income.
- We are overspending on subscriptions – this may be because I have coded things as subscriptions which the 2019 National Office may have been coding to other things. I will receive the budget amount for subscriptions for 2021 after I audit NZUSA subscriptions.

Other

Originally, Isabella Lenihan-Ikin was going to be leaving NZUSA in September to study at Oxford University in London. Due to a certain global situation, her study has been deferred for one year, meaning she will stay on as President until her term ends in December. Because Isabella was going to be leaving early, Matthew Schep (VP) has been working 10 hours more each week than he otherwise would have, due to the extra salary hours arising from Isabella's early departure. Now, there may be budgetary implications that arise from Isabella staying on at 40 hours per week until December. These options will be discussed by FRAC who will make their recommendation to the National Executive.

Balance Sheet

New Zealand Union of Students' Associations Inc. As at 30 June 2020

	30 Jun 2020	30 Jun 2019
Assets		
Bank		
32 Day Notice	50,450	50,226
90 Day Notice	101,595	100,899
BNZ Advanced Call Account	25,097	44,356
BNZ Non-Profit Org Account	7,729	4,175
Kiwibank NZUSA	162,426	62,028
Thursdays in Black	-	-
Total Bank	347,298	261,685
Current Assets		
Accounts Receivable	29,476	61,320
Accounts Receivable (Accountant Only)	(44,229)	(44,229)
TIB	275	275
Total Current Assets	(14,478)	17,366
Fixed Assets		
Office Equipment	10,645	10,600
Less Accumulated Depreciation on Office Equipment	(4,287)	(4,287)
Total Fixed Assets	6,358	6,313
Total Assets	339,178	285,364
Liabilities		
Current Liabilities		
BNZ Credit Card	232	76
GST	74,589	80,254
NZUSA Credit Card	1,337	920
Rounding	-	-
Total Current Liabilities	76,158	81,250
Non-Current Liabilities		
Loan	(1,495)	(1,495)
Total Non-Current Liabilities	(1,495)	(1,495)
Total Liabilities	74,664	79,755
Net Assets	264,515	205,609
Equity		
Capital Reserve Account	381,869	381,869
Current Year Earnings	123,710	143,116
Retained Earnings	(241,064)	(319,376)
Total Equity	264,515	205,609

Aged Receivables

New Zealand Union of Students' Associations Inc. June 2020

	Current	May	April	March	Older	Total
Receivables						
AS@U	-	-	-	6,895	90	6,985
ipu	-	-	-	-	92	92
Marlon Drake	-	-	-	-	20	20
Puawai Hudson	-	-	-	-	30	30
SAWIT	-	-	-	5,043	3,770	8,813
Scoop Media	-	-	-	-	8,000	8,000
Te Mana Akonga	-	-	-	-	301	301
Younited	-	-	-	4,457	777	5,234
Total Receivables	-	-	-	16,396	13,080	29,476
	0.0%	0.0%	0.0%	55.6%	44.4%	

Profit and Loss

New Zealand Union of Students' Associations Inc. For the month ended 30 June 2020

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Income								
Committee Revenue	1,420	1,210	210▲	17.4%▲	4,834	2,210	2,624▲	118.7%▲
Conference Income	-	-	-	0.0%	4,273	7,600	(3,327)▼	-43.8%▼
Interest Income	-	300	(300)▼	-100.0%▼	18	1,800	(1,782)▼	-99.0%▼
Member Levies	-	-	-	0.0%	194,116	178,640	15,476▲	8.7%▲
Other Revenue	-	750	(750)▼	-100.0%▼	7,830	4,500	3,330▲	74.0%▲
TIB Income	-	80	(80)▼	-100.0%▼	113	400	(287)▼	-71.7%▼
Total Income	1,420	2,340	(920)	-39.3%	211,184	195,150	16,034	8.2%
Less Cost of Sales								
TIB Merchandise	-	-	-	0.0%	-	150	(150)▼	-100.0%▼
Total Cost of Sales	-	-	-	0.0%	-	150	(150)	-100.0%
Gross Profit	1,420	2,340	(920)	-39.0%	211,184	195,000	16,184	8.0%
Less Operating Expenses								
Audit Fees	-	20	(20)▼	-100.0%▼	35	150	(115)▼	-76.8%▼
Bank Fees	26	30	(4)▼	-12.4%▼	157	180	(23)▼	-12.6%▼
Campaigns	645	1,667	(1,022)▼	-61.3%▼	2,707	10,002	(7,295)▼	-72.9%▼
Communication - Cellphones	-	-	-	0.0%	1,252	1,440	(188)▼	-13.0%▼
Conferences and Training	58	-	58▲	0.0%	5,486	6,300	(814)▼	-12.9%▼
General Expenses	170	100	70▲	69.6%▲	170	600	(430)▼	-71.7%▼
Insurance	-	-	-	0.0%	-	2,000	(2,000)▼	-100.0%▼

Profit and Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Interest Expense	-	105	(105)▼	-100.0%▼	-	630	(630)▼	-100.0%▼
Light, Power, Heating	-	205	(205)▼	-100.0%▼	32	1,030	(998)▼	-96.8%▼
National Executive Meetings	-	150	(150)▼	-100.0%▼	287	450	(163)▼	-36.2%▼
Office Expenses	22	100	(78)▼	-78.4%▼	135	700	(565)▼	-80.7%▼
Professional Services	-	180	(180)▼	-100.0%▼	126	1,080	(954)▼	-88.3%▼
Rent	1,176	1,176	▲	0.0%▲	7,059	7,056	3▲	0.0%▲
Salaries	13,519	9,017	4,502▲	49.9%▲	51,811	54,102	(2,291)▼	-4.2%▼
Shipping	-	5	(5)▼	-100.0%▼	-	25	(25)▼	-100.0%▼
Subscriptions	489	300	189▲	62.9%▲	2,291	1,800	491▲	27.3%▲
Te Mana Akonga	13,043	6,522	6,521▲	100.0%▲	13,043	13,044	(1)▼	0.0%▼
Travel	-	800	(800)▼	-100.0%▼	2,471	3,200	(729)▼	-22.8%▼
Website	350	-	350▲	0.0%	411	-	411▲	0.0%
Total Operating Expenses	29,498	20,377	9,121	44.8%	87,474	103,789	(16,315)	-15.7%
Net Profit	(28,078)	(18,037)	(10,041)	-56.0%	123,710	91,211	32,499	36.0%



NZUSA Risk Register [as at JULY 2020]

No.	Risk (If...) and Consequences (Then...)	Gross Risk			Mitigating Actions	Net Risk		
		L	I	L x I		L	I	L x I
1 (F, R)	IF a member association withdraws from NZUSA, THEN it impacts our mandate as the national representative body of tertiary students and reduces our income received from levies.	2	3	6	Regularly communicate with member Presidents and Executives, through social media, campus tours and updates. Focus on building up membership in 2020. Continue looking at potential revenue streams.	1	3	3
2 (C, R)	IF NZUSA has a low public profile THEN we will struggle to get student issues on the agenda of government and the media and there will be limited public and student support for the issues we campaign and lobby on.	2	2	4	Increase social and formal media engagement and work with members to help push our messages collectively. Use a variety of ways to gather support for campaigns (petitions, open letters etc.)	1	2	2
3 (C, R)	IF NZUSA is branded as partisan or appears to favour a particular political party THEN this could affect our reputation amongst politicians, students' associations and students.	1	3	3	Ensure that keep messages and communications are policy not party orientated. Engage with and maintain relationships with political parties from the government and the opposition.	1	2	2
4 (C, R)	IF there is a breakdown in our relationship with government departments and agencies THEN we will lose our reputation as a trusted partner and may have limited involvement in future policy work with government departments and agencies.	2	3	6	Continue to maintain relationships with government departments by meeting regularly and involving them in NZUSA activities where possible. Look to developing more formal and strategic partnerships with government departments (MOUs, contracts etc.).	1	3	3
5 (C, R)	IF no candidates run for the NZUSA National Office elections for 2021 THEN the organisation would not be able to operate or have any public presence.	2	4	8	Prepare a continuity plan that involves the incoming National Executive to take on the key responsibilities of National Office until a by-election can be held. Build greater national leadership among member presidents' and actively consider successors for National Office.	2	3	6

6 (R)	IF the Thursday's in Black Campaign is not performing to the standards set out in the five-year-plan THEN members may lose faith in NZUSAs capability to run campaigns.	2	2	4	Ensure that the Thursday's in Black Representative is supported by National Office and that regular meetings are held to ensure the campaign is working toward its goals set out in the five-year-plan.	1	2	2
7 (F, C)	IF members associations are financial impacted by the economic effects of COVID-19 THEN members may not be able to afford their full membership levy and NZUSA will have less income and will have to reduce its capacity.	3	4	12	Support member association and provide strategic advice in the lead up to their SLA negotiations to ensure students' association are not made to bear the brunt of the provider's financial losses. Use reserve funding where necessary to cover the levy shortfall.	3	3	9
8 (C, R)	IF the government prioritise public money on COVID-19 related matters in the lead up to and after the election THEN NZUSA will not be able to run the election campaign it had planned and it will be difficult to continue the lobbying work from the past two years and our reputation as a strong lobbying voice for students will be impacted.	3	4	12	NZUSA will shift its priorities and adapt the nature of what we will be pushing for and how we will campaign this year. The primary focus will be pushing for policy changes needed to address COVID-19-related student hardships such as financial hardship, mental health and academic stress (as outlined in the Student Action Plan). NZUSA will continue to be a critical voice but our projects for 2020 will adapt.	3	2	6
9	IF NZUSA does not use the Reform of Vocational Education (RoVE) to grow student voice in the ITP sector THEN NZUSA could lose ITP members and its legitimacy as the voice for all learners could be lost.	3	4	12	NZUSA will remain actively involved in the Reform of Vocational Education and will lobby and work with the Ministry of Education to implement the Tertiary Student Voice reforms. NZUSA will also work with non-members from the ITP sector to grow student voices in the sector and the prove our legitimacy.	2	2	4

Key	Impact →	Minor	Moderate	Serious	Very serious
Likelihood (Next 12 Months) ↓		1	2	3	4
Very High	4	Amber	Amber	Red	Red
High	3	Green	Amber	Red	Red
Medium	2	Green	Green	Amber	Red
Low	1	Green	Green	Green	Amber

C = Capability R = Reputational F = Financial

Memorandum

To	NZUSA National Executive
From	Sam Smith (National Vice President)
Date	10 July 2020
Subject	Policy Report

Policy Committee have finished their second round of policy reviews. We are now half way through our organisational policy review project.

I have put three variations of each policy on the agenda due to the many tracked changes which make it hard to read. The order goes:

- Current policy
- Updated policy with tracked changes
- Updated policy without tracked changes

Policy Review Update

Finance Policy

- This policy has been heavily edited, from 6 pages down to three.
- The majority of changes reflect current processes.
- The order of this policy has also changes to make logical sense

Conflicts of Interest Policy

- Main change was adding the interpretation section is so that it is clear what a conflict of interest is, and the different types of conflicts.
- The scope of conflicts of interest have been extended to all NZUSA Committees

Health and Safety Policy

- This policy is very technical due to our legal requirements.
- We have made it easier to see where responsibility lies (National Exec, NZUSA Personnel)
- 2.2 – previously said 'NZUSA is responsible for'. I thought this was unclear, so have revised to reflect that although the National Executive is ultimately responsible, it will be the President/VP who will ensure these requirements are met.

Conflict of Interest Policy

Approved Date	December 2011
Review Date	TBC

1. Purpose

- 1.1. The Purpose of this policy is to set in place processes to manage actual or perceived conflicts of interest.
- 1.2. Conflicts of interest can be disruptive and destructive of trust and accountability and impact negatively on effective governance.
- 1.3. The board places great importance on making clear any existing or potential conflicts of interest for its members. All such conflicts of interest shall be declared and documented in the board's conflicts of interest register.

2. Procedures

- 2.1. A conflict of interest arises where non-disclosure of an interest may endanger the reputation of the member or the board while the board deals with the particular issue(s).
- 2.2. Accordingly:
 - 2.2.1. Any business or personal matter which is, or could be, a conflict of interest involving the individual and their role and relationship with NZUSA must be declared and registered in the conflicts of interest register;
 - 2.2.2. All such entries shall be presented to the board and minuted at the first board meeting following entry in the register;
 - 2.2.3. The board will decide whether the member with the conflict of interest may:
 - participate in discussion surrounding the issue(s) and may vote, or
 - participate in discussion surrounding the issue(s) but may not vote, or
 - be asked not to speak or vote on the issue(s), or
 - leave the meeting during the discussion and decision making process on the issue(s).
- 2.3. Decisions reached by the board will be recorded in the minutes.
- 2.4. When the president is aware of a real or potential conflict of interest involving one or more board members, she or he must take whatever steps are necessary to ensure

that the conflict is managed in an appropriate manner that is consistent with this policy; and

- 2.5. Individual board members who are aware of a real or potential conflict of interest of another board member have a responsibility to bring this to the notice of the board. The board will have a standing list of conflicts of interest that will be updated at each National Executive meeting. In addition to this, a board member may at any time declare an interest.

3. Examples of conflicts of interest are:

- 3.1. When a board member, or their immediate family or business interests, stands to gain financially from any business dealings, programmes or services of the organisation;
- 3.2. When a board member offers a professional service to the organisation; and
- 3.3. When a board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to their personal or professional advantage.

Conflict of Interest Policy



Approved Date	▼
Review Date	▼

Deleted: December 2011

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1. Purpose

1.1. This policy sets in place the procedure for managing conflicts of interest. Conflicts of interest can be disruptive and destructive to trust and accountability and can negatively impact effective governance.

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2. Interpretation

2.1. A conflict of interest is where someone is compromised when their personal interests or obligations conflict with the responsibilities of their position as an NZUSA Representative. It means that their independence, objectivity or impartiality can be called into question.

2.2. A conflict of interest can be:

2.2.1. Actual: where the conflict already exists;

2.2.2. Potential: where the conflict is about to happen, or could happen; or

2.2.3. Perceived: where other people might reasonably think that a person has been compromised.

2.3. NZUSA Representatives include members of the National Executive, elected representatives, and members of NZUSA sub-committees.

2.4. NZUSA Committees include the National Executive and NZUSA sub-committees.

3. Procedures

3.1. Any business or personal matter which is, or could be, a conflict of interest involving an NZUSA Representative, and their role and relationship with NZUSA must be declared to the relevant NZUSA Committee and noted in a Conflicts of Interest Register.

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3.2. NZUSA Committees should maintain a Conflicts of Interest Register to be updated at every meeting.

3.3. NZUSA Representatives who are aware of any conflicts of interest of another NZUSA Representative, have a responsibility to bring this to the attention of the relevant NZUSA Committee.

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3.4. NZUSA Committees will decide whether a member with a conflict of interest may:

3.4.1. Participate in discussion surrounding any issue(s) and may vote;

3.4.2. Participate in discussion surrounding any issue(s) but may not vote;

3.4.3. Be asked not to speak or vote on any issue(s); or

3.4.4. Leave the meeting during the discussion and decision making process on any issue(s).

3.5. Decisions reached by the NZUSA Committee will be recorded in their meeting minutes.

3.6. When an NZUSA Committee Chair is aware of any conflict of interest involving one or more members, they must take whatever steps are necessary to ensure that the conflict is managed in an appropriate manner that is consistent with this policy.

Note: Examples of Conflicts of Interest

- When a member, or their immediate family or business interests, stands to gain financially from any business dealings, programmes or services of the organisation.
- When a member offers a professional service to the organisation.
- When a member stands to gain personally or professionally from any insider knowledge if that knowledge is used to their personal or professional advantage.
- When a member belongs to an organisation (including students' organisations) or business that stands to gain financially from any business dealings, programmes or services of the organisation.

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Conflict of Interest Policy

Approved Date	
Review Date	

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2.2.1. Actual: where the conflict already exists;

2.2.2. Potential: where the conflict is about to happen, or could happen; or

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2.4. NZUSA Committees include the National Executive and NZUSA sub-committees.

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3.2. NZUSA Committees should maintain a Conflicts of Interest Register to be updated at every meeting.

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- 3.5. Decisions reached by the NZUSA Committee will be recorded in their meeting minutes.
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Note: Examples of Conflicts of Interest

- When a member, or their immediate family or business interests, stands to gain financially from any business dealings, programmes or services of the organisation.
- When a member offers a professional service to the organisation.
- When a member stands to gain personally or professionally from any insider knowledge if that knowledge is used to their personal or professional advantage.
- When a member belongs to an organisation (including students' organisations) or business that stands to gain financially from any business dealings, programmes or services of the organisation.

Finance Policy

Approved Date	March 2018
Review Date	October 2019

1. Purpose

- 1.1. This policy is designed to ensure NZUSA is run in a legal, financially efficient, accountable and sustainable way.
- 1.2. This policy is also designed to ensure that the National Executive is provided with effective information about financial budgets and performance so that it can make the best decisions possible on behalf of organisation.
- 1.3. This policy is also designed to ensure that the National Executive has assurance about the quality and integrity of NZUSA's financial processes.

2. General Financial Principles

- 2.1. The National Executive employs an Executive Director who reports to the President acting as the Employer. The Executive Director is responsible for the day-to-day financial management of NZUSA.
- 2.2. Expenditure may only be incurred to achieve agreed organisational objectives.
- 2.3. Staff may not enter into a commitment for any expenditure where it could be perceived that there is a personal benefit without obtaining written approval from Executive Director
- 2.4. Staff must notify the Executive Director of any potential or known conflicts of interest. The Executive Director must notify the FRAC of any potential or known conflicts of interest. If approved, details and total expenditure will be reported to the FRAC each month.
- 2.5. Financial authority to spend organisational funds is given to the Executive Director in terms of their "financial delegation" as outlined in the Delegations Policy.
- 2.6. The Executive Director and staff must ensure that the expenditure of their Cost Centre does not exceed approved budgets.
- 2.7. Wherever possible duties involving financial transactions should be segregated to provide appropriate controls on NZUSA's finances to protect against fraudulent practice.

3. Financial Reporting

A. Monthly Reports to Finance, Risk and Audit Committee

3.1. The National Office shall ensure that the Finance, Risk and Audit Committee (FRAC) is presented with a monthly report which shall include:

3.1.1. A detailed profit and loss statement up to the end of the previous month, with percentage and value comparisons against budget and explanations of any variances of 10% or more;

3.1.2. A list of receivables and payables, aged by month with explanations of any receivables or payables aged by more than 3 months;

3.1.3. A balance sheet;

3.1.4. Confirmation from the Chair of FRAC that the check on sensitive payments has been done;

3.2. Check on Sensitive Payments

3.2.1. The Chair of FRAC will have access to the NZUSA's accounting package to conduct a sensitive expenditure check on all charge and credit cards in use by NZUSA so they can form an opinion of whether the payments were approved correctly, were within budget and were reasonable.

3.2.2. The Chair of the FRAC shall then report any findings and recommendations to the FRAC, which shall in turn report findings to National Executive.

B. Reports to National Executive

3.3. National Executive shall receive a memorandum from the Chair of FRAC summarising at the National Executive meeting following the FRAC meeting.

3.4. The Chair of the FRAC shall ensure that the National Executive shall receive a quarterly financial report from FRAC including:

3.4.1. A memorandum summarising the committees business at the most recent meeting;

3.4.2. A profit and loss statement, with percentage and value comparisons against budget;

3.4.3. A balance sheet; and

3.4.4. An explanation of any financial matters that need to be addressed.

C. Annual Accounts and Audit

- 3.5. The Annual Accounts must be audited or reviewed by NZUSA's Auditor, who must be a chartered accountant within the meaning of the Institute of Chartered Accountants of New Zealand Act 1996, and who must be appointed at the Annual General Meeting.
- 3.6. The Annual Accounts for the immediate past financial year must be presented to the Annual General Meeting by the NZUSA President and the Chair of FRAC.
- 3.7. Ultimate responsibility for ensuring the audit or review is conducted on time rests with the National Executive. In practice the responsibility for ensuring the audit or review is conducted rests with the National Office and it is expected that the Executive Director will be in charge of ensuring the audit is conducted by June of each year for the previous year. The auditors will primarily liaise with FRAC and NZUSA staff.
- 3.8. FRAC shall assist the National Office in all aspects of the audit or review; including:
 - 3.8.1. Reviewing the scope and outcome of the external audit or review and reporting any findings or recommendations to National Executive;
 - 3.8.2. Reviewing and approving the audit representation letter or review letter of engagement;
 - 3.8.3. Reviewing the audit management letters and reporting the findings or recommendations the National Executive.

4. Financial Procedures and Processes

A. Budgeting

- 4.1. Approval - The budget for the year must be approved by a general meeting before the commencement of the new financial year.
- 4.2. Preparation - The budget is prepared by the Executive Director in conjunction with the President. The Executive Director will present draft budgets to the National Executive at the meeting before congress each year.
- 4.3. Amendments to Budgets - Major changes that materially affect the organisation and require a change to the budget after the commencement of a financial year must be referred to the National Executive for approval.
- 4.4. Budget Variations - The Executive Director has the authority to authorise budget variations within delegation.

B. Committing and Approving Use of Funds

- 4.5. Expenditure approval includes any action that commits NZUSA to spend funds.

- 4.6. All expenditure must be approved by a staff member within their financial delegation. Only the Executive Director is authorised to issue financial delegations to staff. Requests for changes to financial delegations should be submitted to Executive Director.
- 4.7. If there is any expectation that expenditure will be in excess 10% of budgetary provision then the National Office must report this immediately to FRAC. FRAC will consider the reasons for the expenditure and report their findings and recommendations to the National Executive
- 4.8. NZUSA should not purchase equipment by way of a hire purchase or rent to own agreement (unless for a period less than 18 months and be interest free), or to borrow money (including an overdraft), without approval of the National Executive.
- 4.9. Any investment decisions should be made on the advice of the FRAC.

C. Payments

- 4.10. People who can process and approve expenditure in the accounting software should not authorise the resulting bill for payment.
- 4.11. The authorisers and signatories to all bank accounts shall be the President, Vice-President and, the Executive Director. If any two of the signatories are absent the National Executive may appoint any other member of the Executive as a signatory.
- 4.12. Payments by Cheque, Electronic Funds Transfer, Direct Credit and Automatic Payments must be authorised by two signatories
- 4.13. Automatic payments and direct debits must be reviewed biannually by FRAC.
- 4.14. Transfers between NZUSA accounts are to be approved by one signatory.

D. Payroll and Leave

- 4.15. Payroll is managed by the Executive Director, who will ensure payroll is accurate, within budget and there is adequate funds in the bank account.
- 4.16. The Executive Director acting as the Employer is responsible for ensuring that payroll is within budget and paid correctly. They must check each payslip for accuracy.
- 4.17. Changes to regular payroll are to be approved by two signatories, normally the President and Executive Director.
- 4.18. The Executive Director acting as the Employer is responsible for tracking employee leave and reporting information.

4.19. Leave balances should not normally exceed 200 hours. A leave management plan should be utilised to manage employee's excess leave

E. Charge and Credit Cards

4.20. Some NZUSA Representatives and staff have use of charge and credit cards.

4.21. Credit and charge cards shall only be used when there is no other option for a purchase or it is the lowest cost option. Payment by bank transfer is always preferred.

4.22. The organisational credit card limit shall not exceed \$10,000.

4.23. GST receipts should be attached to the relevant transaction in the accounting software.

4.24. As with all other expenditure, charge cards may only be used with express authority and within budget.

4.25. All credit card expenditure shall be subject to a check of sensitive payments. Inappropriate use of credit or charge cards may result in disciplinary action.

F. Contracts required to be in writing

4.26. FRAC shall consider all contracts in writing and documents dealing with property and/or securities beyond the Executive Director's delegations. FRAC will make a recommendation to the National Executive for consideration.

4.27. Once approved by National Executive, all contracts in writing and documents dealing with property and/or securities shall be signed on behalf of NZUSA by the President and Executive Director.

5. Accounts Receivable and Payable

A. General Procedures

5.1. NZUSA must enter all accounts receivable and payable into the accounting software.

5.2. Accounts payable should have a GST invoice or receipt attached in the accounting software to abide by statutory recordkeeping regulations.

5.3. Where a receivable is aged by more than 9 months FRAC must recommend to National Executive that NZUSA should either:

5.3.1. Write off the debt;

5.3.2. Commence legal action for the recovery of the debt;

5.3.3. Continue to request that debt be paid.

5.4. The actions outlined in 5.3.1 and 5.3.2 may only be approved by National Executive.

6. Other Policies

6.1. This policy should be read in conjunction with the following documents:

6.1.1. Delegations Policy

6.1.2. NZUSA Constitution

Finance Policy



Approved Date	
Review Date	

1. Purpose

1.1. This policy ensures that NZUSA's financial management is efficient, sustainable, and operates in accordance with the law. Financial accountability is ensured through the provision of information to the National Executive that assures the quality and integrity of NZUSA's financial processes.

2. General Financial Principles

2.1. The President or Vice President is responsible for the day-to-day financial management of NZUSA.

2.2. All expenditure must support the objectives of the organisation, and may not exceed the organisation's budget, unless authorised by the National Executive.

2.3. The signatories to all bank accounts shall be the President, the Vice-President and the FRAC Chair. The National Executive may appoint any other member of the National Executive as a signatory if required.

2.4. The Finance, Risk and Expenditure Committee (FRAC) oversees NZUSA's financial management, organisational risks and expenditure.

2.5. Approval from the National Executive is required to:

2.5.1. Purchase equipment by way of hire purchase or rent to own agreements (unless for a period less than 18 months and be interest free);

2.5.2. Borrow money, including overdrafts;

2.5.3. Make investment decisions;

2.5.4. Sign contracts dealing with property or securities.

3. Payments

3.1. Processing expenditure and transfers in the organisation's financial systems requires the approval and authorisation of two signatories.

3.2. Payment by bank transfer is the preferred payment method.

3.3. The NZUSA credit card shall only be used when there is no other purchase option.

3.4. Automatic payments and direct debits must be reviewed biannually by FRAC.

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This policy is also designed to ensure that the National Executive is provided
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This policy is also designed to ensure that
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- Deleted: National Executive employs an Executive Director who reports to the
- Deleted: acting as the Employer. The Executive Director
- Deleted: may only be incurred to achieve agreed
- Deleted: objectives. ¶
Staff may not enter into a commitment for any expenditure where it could be perceived that there is a personal benefit without obtaining written approval from Executive Director ¶ ... [1]
- Deleted: will be reported to the FRAC each month
- Deleted: <#> Financial authority to spend organisational ¶ [2]
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- Moved down [2]: <#> Budgeting ¶
- Deleted: <#> Approval - The budget for the year must be ¶ [6]
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- Deleted: to all bank accounts shall be the President, Vice ¶ [10]
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5. Payroll

- 5.1. Payroll is managed by the President or Vice President, who will ensure pay is entered accurately, within budget and there are adequate funds in the bank account.
- 5.2. Any salary changes must be approved by the National Executive.

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- 6.4. The actions outlined in 6.3.1 and 6.3.2 may only be approved by the National Executive.

7. Budgeting

- 7.1. The organisation's budget must be approved at the AGM before the commencement of the new financial year.
- 7.2. The budget is prepared by the President or Vice President in conjunction with FRAC.
- 7.3. The President or Vice President will present draft budgets to the National Executive at their meeting prior to Congress.
- 7.4. Major changes that materially affect the organisation and require a change to the budget after the commencement of a financial year must be referred to the National Executive for approval.
- 7.5. After the commencement of a financial year, the President or Vice President may make adjustments to individual budget lines. Adjustments that exceed ten percent (10%) must be considered by FRAC.

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D.→

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8. Monthly Reports to Finance, Risk and Audit Committee (FRAC)

8.1. The National Office will ensure that FRAC is presented with a monthly report which shall include, but is not limited to:

8.1.1. A profit and loss statement for the previous month, that includes percentage and value comparisons against the budget and explanations for any variances that exceeds ten percent (10%);

8.1.2. A list of receivables and payables with explanations of any receivables or payables aged by more than 3 months; and

8.1.3. A balance sheet.

9. Reporting to National Executive

9.1. The FRAC Chair will present the minutes of any previous FRAC Meetings to the National Executive at their next meeting.

9.2. The FRAC Chair will provide the National Executive with a quarterly financial report including, but not limited to:

9.2.1. A memorandum summarising any FRAC business over the previous quarter;

9.2.2. A profit and loss statement, with percentage and value comparisons against budget;

9.2.3. A balance sheet; and

9.2.4. An explanation of any financial matters that need to be addressed.

10. Reporting of Annual Accounts and Audit

10.1. The Annual Accounts must be audited or reviewed by NZUSA's Auditor, and presented at the AGM by the President or Vice President and the FRAC chair.

10.2. Ultimate responsibility for ensuring an audit or review is conducted lies with the National Executive.

10.3. FRAC shall assist the National Office in all aspects of the audit or review. This may include reviewing the outcome of the audit or review and reporting any findings or recommendations to the National Executive.

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Deleted: <#>Delegations Policy
NZUSA Constitution

Finance Policy

Approved Date	
Review Date	

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- 1.1. This policy ensures that NZUSA's financial management is efficient, sustainable, and operates in accordance with the law. Financial accountability is ensured through the provision of information to the National Executive that assures the quality and integrity of NZUSA's financial processes.

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- 10.3. FRAC shall assist the National Office in all aspects of the audit or review. This may include reviewing the outcome of the audit or review and reporting any findings or recommendations to the National Executive.

Health and Safety Policy

Approved Date	September 2016
Review Date	September 2019

1. Purpose

- 1.1. The purpose of this policy is to ensure that all elected representatives and staff of NZUSA work in ways that support everybody to undertake their duties in a safe manner and have the support and resources to do so safely.

2. Responsibility

- 2.1. The NZUSA national executive is responsible for the health and safety of personnel and persons who come into the worksite. This includes employees, contractors, volunteers and visitors.
- 2.2. NZUSA is responsible for:
 - 2.2.1. Providing a safe working environment and facilities, such as first aid kits and protective equipment, for personal safety and health.
 - 2.2.2. Ensuring any equipment personnel use is designed and made safe for them to use and is properly maintained.
 - 2.2.3. Ensuring there are an adequate number of office personnel trained as fire wardens to allow for safe evacuation of the floor.
 - 2.2.4. Ensuring personnel have access to a disaster readiness kit and the appropriate level of training to utilise it.
 - 2.2.5. Developing emergency procedures that align with those of the building procedures.
 - 2.2.6. Developing a system to identify new and existing hazards then eliminate, isolate, or minimise impacts.
 - 2.2.7. Recording the details of any incidents, near misses or accidents and investigate to determine what needs to be done to prevent it happening again and/or minimise the likelihood of injury or recurrence.
 - 2.2.8. Reporting any serious harm incidents to the NZUSA HR Committee and MBIE.
 - 2.2.9. Involving personnel in developing ways to improve health and safety.

- 2.2.10. Ensuring that employees are aware of hazards that may affect them in the work they do and the controls that are in place to prevent or minimise harm.
- 2.2.11. Making sure that all employees are adequately trained in safe operating procedures and supervised as they learn.
- 2.2.12. Keeping a first aid kit in each workplace. Kits that are provided should be a sufficient size to cope with the number of people needing to use it.
- 2.3. NZUSA will take responsibility for health and safety procedures, however, personnel need to be aware of their responsibilities and comply with this policy.
- 2.4. All personnel are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - 2.4.1. Being involved in the workplace health and safety procedures;
 - 2.4.2. Following correct procedures and using correct equipment;
 - 2.4.3. Reporting any pain or discomfort as soon as possible;
 - 2.4.4. Ensuring all accidents, incidents or near misses are reported;
 - 2.4.5. Helping new personnel and visitors to the workplace understand the right safety procedures and why they exist;
 - 2.4.6. Telling your manager immediately of any health and safety concerns;
 - 2.4.7. Keeping the work place tidy to minimise the risk of any trips and falls.
- 2.5. The NZUSA Executive Director is responsible for events risk-mitigation plans.

3. First Aid

- 3.1. NZUSA shall ensure that sufficient first aid equipment is kept on site at all times and available at events off site.
- 3.2. NZUSA shall ensure that a sufficient number of personnel hold First Aid certificates.
- 3.3. NZUSA shall ensure personnel are aware of the location of First Aid kits, trained First Aid personnel and Emergency Procedures.
- 3.4. A list of First Aid certificate holders will be kept with each First Aid Kit.

4. Travel

- 4.1. If personnel are to use an automobile they must have the correct drivers licence type (or be driving with/supervised by someone with the appropriate drivers licence), and a roadworthy vehicle that has a current warrant of fitness and registration.
- 4.2. When driving an automobile there must be a first aid kit present.

- 4.3. All other travel (taxis, buses, planes) will be in vehicles that are compliant with New Zealand statutes and face no sanctions.
- 4.4. Any incidents and/or near misses that occur while traveling are considered to be during work time and must be reported as a result.
- 4.5. NZUSA will cover the cost of travel insurance when personnel are travelling outside of New Zealand on business.

5. Reporting

- 5.1. All personnel must report incidents and/or near misses to the Executive Director as soon as possible.
- 5.2. All incidents/near misses must be recorded in the register.
- 5.3. All incidents/near misses must be investigated by the Executive Director or HR Committee.
- 5.4. The Risk Register shall be updated regularly to reflect hazards and mitigation procedures of but not limited to; earthquake procedures, fire hazards and emergency procedures.
- 5.5. All personnel shall be made aware of the Risk Register.

6. Health and Safety Training and Induction

- 6.1. All personnel who are willing, will be supported in their First Aid and/or Health and Safety training dependent upon appropriateness to their role and budgetary constraints.
- 6.2. The Executive Director will undergo appropriate Health and Safety training.
- 6.3. The NZUSA National Executive may choose to undertake training dependent upon appropriateness to their role and budgetary constraints
- 6.4. The NZUSA National Executive will undergo an annual Health and Safety workshop to understand hazards and risks.
- 6.5. All personnel will undergo Health and Safety induction

7. Other Policies

- 7.1. Any other policies enacted with the purpose of ensuring the safety and wellbeing of personnel must be read in conjunction with this policy.

Health and Safety Policy



Approved Date	▼
Review Date	▼

1. Purpose

1.1. This Policy ensures the organisation develops and maintains a safe and healthy work culture and environment for its elected representatives and staff, in accordance with the Health and Safety at Work Act 2015. This also extends to volunteers and contractors.

2. National Executive Responsibilities

2.1. The National Executive is responsible for the health and safety of:

2.1.1. Personnel, which includes elected representatives, employees, contractors, volunteers, both on-site and off-site; and

2.1.2. Any other person who comes into the workplace.

2.2. The President and Vice President, on behalf of the National Executive, will:

2.2.1. Provide a safe working environment and facilities, such as first aid kits, disaster readiness kits and protective equipment;

2.2.2. Ensure that appropriate first aid equipment is kept on site at all times and available at events off site;

2.2.3. Ensure that a sufficient number of personnel hold First Aid certificates;

2.2.4. Ensure there are an adequate number of office personnel trained as fire wardens to allow for safe evacuation of the floor;

2.2.5. Ensure personnel are aware of the location of First Aid kits, trained First Aid personnel and Emergency Procedures;

2.2.6. Adhere to the emergency procedures of the building;

2.2.7. Identify new and existing hazards then eliminate, isolate, or minimise impacts;

2.2.8. Involve personnel in developing ways to improve health and safety;

2.2.9. Ensure that personnel are aware of hazards that may affect them in the work they do and the controls that are in place to prevent or minimise harm; and

2.2.10. Maintain a Health and Safety Risk Register and present it at every National Executive meeting.

Deleted: September 2016

Deleted: September 2019

Deleted: <#>The purpose of this policy is to ensure that all elected representatives and staff of NZUSA work in ways that support everybody to undertake their duties in a safe manner and have the support and resources to do to safely.

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NZUSA will take responsibility for health and safety procedures, however, personnel

3. Personnel Responsibilities

- 3.1. All personnel need to comply with this policy, and must maintain a safe and healthy workplace by:
 - 3.1.1. Being involved in the workplace health and safety procedures;
 - 3.1.2. Following correct procedures and using correct equipment;
 - 3.1.3. Reporting any pain or discomfort as soon as possible;
 - 3.1.4. Reporting all accidents, incidents or near misses as soon as possible;
 - 3.1.5. Reporting any health and safety concerns as soon as possible;
 - 3.1.6. Helping new personnel and visitors to the workplace understand the right safety procedures and why they exist; and
 - 3.1.7. Keeping the workplace tidy to minimise the risk of any trips and falls.

4. Reporting

- 4.1. The Health and Safety Risk Register shall be updated regularly to reflect hazards and mitigation procedures of but not limited to; earthquake procedures, fire hazards and emergency procedures.
- 4.2. All personnel shall be made aware of the Health and Safety Risk Register.
- 4.3. All personnel must report health and safety matters to the President or Vice President.
- 4.4. The President or Vice President will record, in an Incidents Register, the details of any incidents, near misses or accidents and investigate to determine what needs to be done to prevent it happening again and/or minimise the likelihood of injury or recurrence.
- 4.5. Any report of work-related death or notifiable injury or illness (requiring admission to hospital for treatment) must be reported to WorkSafe NZ.
- 4.6. The President or Vice President will provide a verbal health and safety update at every National Executive meeting.

5. Health and Safety Training

- 5.1. All personnel will undergo a Health and Safety induction.
- 5.2. All personnel who are willing, will be supported in their First Aid and/or Health and Safety training depending on their role and budgetary constraints.
- 5.3. The NZUSA National Executive will undergo an annual Health and Safety workshop to understand hazards and risks.

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Other Policies¶ ... [3]

Health and Safety Policy

Approved Date	
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- 2.2. The President and Vice President, on behalf of the National Executive, will:
 - 2.2.1. Provide a safe working environment and facilities, such as first aid kits, disaster readiness kits and protective equipment;
 - 2.2.2. Ensure that appropriate first aid equipment is kept on site at all times and available at events off site;
 - 2.2.3. Ensure that a sufficient number of personnel hold First Aid certificates;
 - 2.2.4. Ensure there are an adequate number of office personnel trained as fire wardens to allow for safe evacuation of the floor;
 - 2.2.5. Ensure personnel are aware of the location of First Aid kits, trained First Aid personnel and Emergency Procedures;
 - 2.2.6. Adhere to the emergency procedures of the building;
 - 2.2.7. Identify new and existing hazards then eliminate, isolate, or minimise impacts;
 - 2.2.8. Involve personnel in developing ways to improve health and safety;
 - 2.2.9. Ensure that personnel are aware of hazards that may affect them in the work they do and the controls that are in place to prevent or minimise harm; and
 - 2.2.10. Maintain a Health and Safety Risk Register and present it at every National Executive meeting.

3. Personnel Responsibilities

- 3.1. All personnel need to comply with this policy, and must maintain a safe and healthy workplace by:
 - 3.1.1. Being involved in the workplace health and safety procedures;
 - 3.1.2. Following correct procedures and using correct equipment;
 - 3.1.3. Reporting any pain or discomfort as soon as possible;
 - 3.1.4. Reporting all accidents, incidents or near misses as soon as possible;
 - 3.1.5. Reporting any health and safety concerns as soon as possible;
 - 3.1.6. Helping new personnel and visitors to the workplace understand the right safety procedures and why they exist; and
 - 3.1.7. Keeping the workplace tidy to minimise the risk of any trips and falls.

4. Reporting

- 4.1. The Health and Safety Risk Register shall be updated regularly to reflect hazards and mitigation procedures of but not limited to; earthquake procedures, fire hazards and emergency procedures.
- 4.2. All personnel shall be made aware of the Health and Safety Risk Register.
- 4.3. All personnel must report health and safety matters to the President or Vice President.
- 4.4. The President or Vice President will record, in an Incidents Register, the details of any incidents, near misses or accidents and investigate to determine what needs to be done to prevent it happening again and/or minimise the likelihood of injury or recurrence.
- 4.5. Any report of work-related death or notifiable injury or illness (requiring admission to hospital for treatment) must be reported to WorkSafe NZ.
- 4.6. The President or Vice President will provide a verbal health and safety update at every National Executive meeting.

5. Health and Safety Training

- 5.1. All personnel will undergo a Health and Safety induction.
- 5.2. All personnel who are willing, will be supported in their First Aid and/or Health and Safety training depending on their role and budgetary constraints.
- 5.3. The NZUSA National Executive will undergo an annual Health and Safety workshop to understand hazards and risks.

National Rainbow Students' Committee

Terms of Reference

Approved Date	
Review Date	

1. Purpose

- 1.1. The purpose of the National Rainbow Students' Committee (NRSC) is to represent rainbow tertiary students at the national level, advise and assist the NZUSA National Executive (National Executive) on issues faced by rainbow tertiary students, and work on projects and campaigns to respond to these issues.

2. Functions

- 2.1. To discuss issues facing rainbow students in Aotearoa and make recommendations to the National Executive based on these discussions.
- 2.2. To develop and execute campaigns and projects to respond to rainbow issues and support rainbow students at tertiary institutions in Aotearoa.
- 2.3. To provide a national representative voice for rainbow students across Aotearoa.

3. Composition

- 3.1. Membership of NRSC:
 - 3.1.1. The National President or Vice-President of NZUSA;
 - 3.1.2. Up to one rainbow student representative from each administrative region of the New Zealand Institute of Skills and Technology (NZIST);
 - 3.1.3. Up to one rainbow student representative from each university campus or division that has formal student representation;
 - 3.1.4. A Chair, who is elected annually by the committee by majority vote, normally at a NRSC meeting in October or November of the previous year.
- 3.2. Each committee member in 3.1.2 and 3.1.3 must hold a rainbow-aligned role in a representative students' organisation at their institution.

4. Appointment of NRSC Members

- 4.1. The NZUSA President or their delegate shall seek nominations for NRSC Members.
- 4.2. Each students' organisation may nominate one of their officers that meets the criteria in 3.2 annually to the committee.

- 4.3. The National Executive will appoint those persons interested, and who qualify, by way of vote by the National Executive or by a process determined by the NZUSA President.

5. Term of NSRC Members

- 5.1. The NSRC Chair will serve from 1 January to 31 December in the calendar year following their election.
 - 5.1.1. If an election takes place after 1 January, then incoming NSCR Chair will serve from their election date until 31 December.
 - 5.1.2. If the position is vacant on 1 January, the NZUSA President or Vice-President will serve as Chair or appoint another committee member to serve as Chair, until an election takes place.
- 5.2. Members of NSRC under 3.1 shall be members of NSRC from the date they are appointed until:
 - 5.2.1. they finish their term of office on their own students' organisation;
 - 5.2.2. they die;
 - 5.2.3. they resign; or
 - 5.2.4. the National Executive, consistent with natural justice, determines to remove that member.

6. Meetings

- 6.1. NSRC must meet at least four times throughout the calendar year.
- 6.2. Quorum shall be half the number of committee members plus one.
- 6.3. Meetings are open to rainbow student reps across Aotearoa that are not committee members.
- 6.4. If a committee member cannot attend a meeting, they may choose another student representative from their students' organisation to stand in their place.
- 6.5. The NSRC Chair is responsible for setting meeting times, preparing the agenda, providing the NSRC with all relevant materials and information, and generally chairing the meeting.
- 6.6. The NZUSA President or Vice-President is responsible for taking minutes and submitted them to the National Executive at their next meeting.

7. Authority

- 7.1. NSRC has no delegated authority except to advise the NZUSA National Executive and National Office to the best of their abilities and in the best interests of NZUSA.

NZUSA Governance Review Committee

Terms of Reference

Approved Date	July 2020
Review Date	

1. Purpose

- 1.1. The purpose of the NZUSA Governance Review Committee (GRC) is to review the governance and representative structure of NZUSA and report back to the National Executive with its findings and recommendations for change.
- 1.2. The GRC will only be active for the period that the National Executive, or the current governing board, determines that it needs to be, and will not operate outside of this time period.

2. Functions

- 2.1. To survey member, non-member, and partner organisations, as well as other student representative groups, on the strength of and issues with NZUSA's governance and representative structure.
- 2.2. To investigate governance and operational structures utilised by other national student unions for the purposes of research.
- 2.3. To develop alternative governance and representative frameworks to consult with members and partners on.
- 2.4. To present recommendations to the National Executive for relevant constitutional changes to be put forward at the next Congress.

3. Process

- 3.1. The GRC will carry out the following process in its operations:
 - 3.1.1. Survey student organisations in 2.1 on questions of governance and representation;
 - 3.1.2. Compile these findings to present to National Executive;
 - 3.1.3. Carry out any relevant research to solve the issues raised;
 - 3.1.4. Use the findings and research to develop one or more alternative governance or operational models, or tweaks to existing models;
 - 3.1.5. Survey member and partner organisations on the proposed changes in 3.1.4;

- 3.1.6. Tweak the changes in 3.1.4 based on this feedback; and
- 3.1.7. Report any necessary constitutional changes to National Executive, for consideration for the next Congress.
- 3.2. The GRC may carry out a different process to 3.1 if directed to by the National Executive.
- 3.3. The GRC may use whatever tools NZUSA has at its disposal to carry out its process.
- 3.4. The process must be completed, including the final reporting in 3.1.7, at least a month before the next Congress.

4. Composition

- 4.1. The membership of GRC will consist of:
 - 4.1.1. One member of NZUSA National Office;
 - 4.1.2. One NZIST member of National Executive;
 - 4.1.3. One University member of National Executive;
 - 4.1.4. The Tumuaki, or a co-Tumuaki, of Te Mana Ākonga;
 - 4.1.5. The President of Tauria Pasifika; and
 - 4.1.6. Up to two other members of National Executive.
- 4.2. All members will be appointed by the National Executive.
- 4.3. All members will serve for the term that the National Executive determines that the committee will run for.
 - 4.3.1. If a member resigns before the end of this period, National Executive may elect to replace them, but is not required to do so
- 4.4. The membership of the GRC will choose a Chair from among their ranks, who is not the member in 4.1.1.

5. Meetings and Reporting

- 5.1. The GRC will meet as frequently as it chooses .
- 5.2. Quorum shall be a simple majority of the committee members.
- 5.3. The GRC Chair is responsible for setting meeting times, preparing the agenda, providing the GRC with all relevant materials and information, and generally chairing the meeting.
- 5.4. The member in 4.1.1 is responsible for taking minutes and ensuring that such minutes are submitted to the National Executive for their next relevant National Executive meeting.

5.5. The GRC will submit a report to the National Executive on its findings after its initial survey of members, and then will submit its final report to the National Executive at least a month before the next Congress with its recommendations on constitutional changes to be brought to Congress.

6. Authority

6.1. The GRC has the delegated authority to make and maintain contact with member, non-member, and partner organisations, as well as other student representative groups and national student unions, on behalf of NZUSA, for the purposes of surveying them on the organisation's governance structure.

6.2. Otherwise, NGRC has no delegated authority except to advise the National Executive to the best of their abilities and in the best interests of NZUSA.

Memorandum

To	NZUSA National Executive
From	NZUSA Governance Review Committee
Date	10 th July 2020
Subject	Governance Review Process

Stage One: Initial Survey: July 2020

We design a survey on the questions and concerns identified, and we send it out to member and non-member organisations and councils, and to partner organisations. (The last review allowed for individual submissions, however it is our perspective that consultation should be a process that happens between NZUSA and stakeholder bodies, as these are the constituent parts, or potential constituent parts, of NZUSA.) This survey should present an overview of our current governance structure, invite general reflections, positives, and negatives of it, ask questions about particular areas of concern, consult on what values or functions NZUSA should prioritise, and ask about the particular needs of that stakeholder from NZUSA. Each contributor will have the chance to be interviewed by the committee in addition to their written contributions.

Stage Two: Collation of Feedback: August

All submissions are considered by the committee, with general trends and themes drawn out and examined. From the feedback, the committee designs one or more governance change proposals, fleshed out in detail. These proposals must address the feedback in the submissions, particularly that which is raised by multiple voices.

Stage Three: Consultation on Proposals: September

The proposals for change are presented to member organisations and councils, and to partner organisations, for consultation. Stakeholders are asked about the strengths and weaknesses of each one, suggestions for improvement to them, and if they prefer one or more of them over others.

Stage Four: National Executive: October

The final changes are made to the proposals, with recommendations made through the consultation process considered. The committee writes a report on the process, with a

recommendation for one of the proposals. The report is presented to National Executive at the October meeting, and National Executive votes to bring one of the proposals to Congress.

Stage Five: Congress: November

The committee drafts up the required constitutional changes and writes a formal proposal for Congress to consider. Voting members of Congress are notified of the proposal at the same time as the nominations for elected positions are opened. Congress considers and votes on the final proposal prior to electing candidates.

NZIST Five-Year Strategic Plan

Timeframe	RoVE changes	Independent Associations	Funding Models	Student Subcommittee
2020	<p>Initial formation of NZIST, ITPs become subsidiaries.</p> <p>Workforce Development Councils formed.</p>	<p>Support existing bodies better. The ITP sector is inconsistent in supporting student voice. Existing student associations and councils need to be properly supported and resourced by subsidiaries.</p> <p>Begin independence discussions. Our vision for ITP student voice is an independent association in each administrative region. NZUSA will work with student councils to get positive dialogue going in this space and strengthen the argument for independence.</p> <p>MOUs The nature of institute-association/council relationships is changing and so too must the paperwork. NZUSA will lobby for MOUs between the two bodies that will guide them through RoVE and set the bar for support.</p>	<p>Improve SLAs ITP associations and councils are poorly funded by their subsidiaries. NZIST needs to develop guidelines around proper funding for student voice.</p> <p>Stand against funding cuts Subsidiaries have lost enrolments and therefore income because of the pandemic. NZUSA will push a strong case for student voice retaining its funding stream.</p>	<p>Establish subcommittee The NZIST framework mandates a student subcommittee, so NZIST needs to fast-track this.</p> <p>Build relationship with NZUSA Student voice is effective when it works together. NZUSA will begin an ongoing relationship with the student subcommittee.</p> <p>Subcommittee training NZIST and NZUSA need to develop a framework for training and supporting subcommittee reps.</p>
2021	<p>ITP merger fully complete by mid-year.</p>	<p>Develop resources NZUSA will develop resources to lay the groundwork for building student associations and continue to build support from subsidiaries.</p> <p>Review student voice Student voice in the ITP sector is inconsistent and disjointed. In order to understand the needs across Aotearoa, NZUSA will review student voice across the sector, including</p>	<p>Contract with NZUSA Student voice in ITPs needs strong, well-resourced support to grow and thrive. NZUSA will negotiate for a contract with NZIST to grow and establish strong student voice.</p>	<p>Foster relationships As student voice begins to grow across different campuses, subcommittee reps need to build long-term relationships with the associations and councils on their campus.</p>

		histories. This will inform any moves towards establishing new bodies.		
2022		<p>Establishment of bodies Using resources and funding, NZUSA will work closely with students on subsidiary campuses without an association to help them build one. Some campuses will take longer than others.</p> <p>Support Māori and Pasifika student voice Strong student voice means that our sibling student communities need to be built up in partnership with the wider student voice. NZUSA and student reps will work with TMĀ and TP to ensure that these happen together.</p>	<p>Seed funding Building new associations will require seed funding. NZUSA will lobby NZIST for funding and seek it elsewhere in the community.</p>	<p>Equip student reps Building independent student voice will require the efforts of all stakeholders in this space. NZUSA will equip and support subcommittee reps to build and grow student voice on their campuses.</p>
2023	ITOs are absorbed into NZIST from the beginning of the year.	<p>Supporting ITO students Student associations need to shift from having a solely ITP focus to welcoming and providing for ITO students. This will require research, listening, and collaborating with the regional subsidiaries.</p> <p>Establishment of bodies Using resources and funding, NZUSA will work closely with students on subsidiary campuses without an association to help them build one. Some campuses will take longer than others.</p>	<p>NZUSA membership NZUSA will work with NZIST and student associations to ensure that ITP/ITO students are strongly represented and resourced in the organisation.</p>	<p>Ensure ITO representation The subcommittee needs to shift towards a representative model that includes and represents ITO students.</p>
2024: end goal		<p>An independent, well-resourced student association in each administrative region, that supports all students and has strong policies and culture to ensure long-term survival</p>	<p>A strong, reliable SLA agreement or other means of income from student levies, as well as steps towards other forms of income</p>	<p>A strong student subcommittee that can speak for all students in the sector, with good handover and training processes, and successful relationships with NZIST and NZUSA.</p>

Overview to the Strategic Plan

The New Zealand Institute of Skills and Technology (NZIST) was formed on April 1st, 2020. It is an amalgamation of all the ITOs and ITPs in New Zealand and the various professional systems that their students will interact with during their study, initiated in response to the needs of a financially struggling sector and the vision of a strong, cooperative sector that puts student needs first. The process, while beginning on this date, will take several years to reach its end goal, and these years are crucial for establishing its culture, priorities, and vision for students.

In a sector where student voice has struggled in the last decade, due to a range of factors including legislative reform, TEO approaches to student voice support, and the lack of stability and consistency in student organisations, the formation of NZIST represents a fresh opportunity for NZUSA to strongarm a reverse of this decline. NZIST has committed to putting learner needs at the forefront of their strategy and operations since day one, and with this consistent national approach slowly taking place, it is tantamount that we front conversations about the need for strong student voice, and work with the national institute to rebuild this voice.

The strategic plan is broken down into three categories:

- **Independent Associations:** NZUSA's vision for the ITP sector is a strong, independent student association in each regional division of NZIST, as well as strong Māori and Pasifika student voice. This will require significant relationship building, staff support, resourcing and training. NZIST is an ideal partner to help facilitate these needs.
- **Funding Models:** ITP student voice lacks money and funding streams. NZIST, as a TEO, has an obligation to support student voice adequately through SLA negotiations, and so NZUSA will work to strengthen this ask and provide some consistency in this space. Building student associations also requires a significant amount of seed funding, and there is scope to get this from NZIST via a contract/funding proposal, if we play our cards right.
- **Student Subcommittee:** NZIST's foundational documents have a requirement for a student subcommittee within the institute, with a rep elected to the NZIST governing board. While establishing and running this is NZIST's responsibility, there is a lot of value in NZUSA being involved in this process, to ensure it is done well, the reps are properly trained and supported, and to ensure robust relationship building to ensure that all parts of student voice are working together on the same page.

Memorandum

To	National Executive
From	Matthew Schep (NZUSA Vice-President)
Date	2 July 2020
Subject	Income and Expenditure Report 2020

Purpose

Roughly once every three years, going back to the 1970s, NZUSA commissions a piece of research called the Income and Expenditure Report. The purpose of this research is to survey tertiary students across the country, at universities and ITPs, on questions of income, employment, housing, debt, and expenditure, to understand and make clear their financial and living situations. In the past, this piece of research has been used to shape government and party policy, and so it is a powerful tool that we can use to wield influence and make changes for the betterment of our constituents.

Recommendation

I would like to move that NZUSA commissions the next iteration of the Income and Expenditure Report, to be published in early 2021. This will require an action plan that involves the cooperation of both university and ITP members, as we will need to survey students in large numbers on a number of campuses across Aotearoa. For a survey to be representative of a group of people, it needs to have at least 1,000 participants; if a single campus gets over 1,000 participants, then we can draw representative conclusions about students at that campus.

The survey will be online and will have prizes to incentivise students to participate. It will contain between 50 and 100 questions on a range of issues, in line with previous surveys as much as possible so that trends can be drawn across multiple election cycles. The questions will undergo suitable consultation before publication, so that the questions are clear in what they are asking and represent interest groups fairly.