

OUSA Budget 2011 Appendices

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Appendix A – Compilation of Executive Budget Submissions

From: Harriet Geoghegan - OUSA President

Sent: Friday, 30 July 2010 5:14 p.m.

To: James Meager

Subject: RE: Budget submissions

A very to the point submission

Naku noa, na

Harriet Geoghegan

President

Otago University Students' Association

Budget Submission

Harriet Geoghegan

OUSA President

Campaigns and Initiatives Line

There are many projects undertaken by executive members that are of merit, however there is a very strong argument that having a line with no guidelines, allocated at the whim of each executive leads to people doing 'pet projects' to keep busy and spend the money. As one person commented to me:

"I've always felt that OUSA over budgeted (or at least used to), with the objective of locking in "pet projects" and allocate money according to ensuring that the different token groups maintained their share.

So I suggest you grant money in "buckets" to the committees, who then have to decide how to spend it at a committee level. That will give committees something worth turning up to do too, and a way for the whole model to reflect the real priorities of the student body at large."

Having said that, there are many projects that are valuable. This year we have done:

- Manday
- Buckets
- Flat signs
- VSM

- Local body elections
- Exam packs
- Fair trade
- Bottle Buy Backs
- Gardies closure

All of these can be broadly grouped in to operational areas, with only a few left as 'political.'

These categories are: events, student support, promotional/goodwill (bottle buy back and fair trade) and political.

The political ones include VSM, the Gardies closure and local body elections.

Excluding local body elections, the political funding allocations are for dealing with situations as they arise. That is something important and I do think there needs to be a discretionary budget for that.

I am undecided as to whether there needs to be a discretionary budget for 'new things.' Previously, exec have done something new, proved it will work and pass it on to operations. However, it is envisaged that through our new structure exec will be able to have stronger, more frequent and formalised communication with operational units, so a 'new idea' can be worked on at committee level and done jointly by staff and exec.

Thus I think there ought to be a 'political' slush fund, but that exec members need to spend more time representing and less time on pet projects when we have hired staff to run events/recreation/communication etc etc.

The rest of those funds should be allocated to the appropriate operational areas. The same goes for exec budget lines. E.g. education officer's now being spent by student support, with some discretionary budget for the education committee to react to educational issues.

Travel/Training/General Expenses

For this line, I think it needs to be increased with money being taken from NZUSA and allocated for sending the president to meet with MPs etc in wellington, and visit other campuses if necessary (e.g. a relevant issue at an NZUSA conference, if the tertiary education minister was visiting Auckland campus only, if striking up a deal between Canterbury and Otago, President attending Uni Games etc). There need to be guidelines, or have the finance committee/standing committee approve travel so president isn't just flying to wellington for coffee with their buddy at VUWSA.

Instead of money being allocated to conference travel, the training part should become a separate line and a very robust and in depth training procedure be established.

General expenses should also be separated, but guidelines be set about what that is for. This should be for local/admin type stuff. Like occasional food at a long exec meeting, taking someone important out for lunch coffee, thank you gifts/flowers, office expenses etc, Christmas party. This would be for the small one off day to day things that aren't a political campaign but do require some discretion.

National Bodies

We need to pull out of NZUSA and USNZ asap – they are not value for money and we can use it better in other ways.

Individual exec budgets and the new committee structure

Individual exec budgets should be removed, with an allocation for campaigns given to welfare, education, colleges and postgrad. Welfare would need a significant increase. As much as possible should be given to operations. Eg queer rep budget to queer support coordinator on advice of welfare committee.

Scarfie TV

Get planet media to do it professionally or not at all

Brand Awareness and marketing

Give it to the communications committee and use it to implement a communications strategy

Professional development

We should do the strat plan facilitation annually (at least until we are well clear of VSM)

Elections and SGM

A referenda policy and communication strategy will need to be developed and budget allowance made for 4 referenda per year and publicity around that

Community grants and donations

Are we phasing this out and replacing with community service?

USNZ games attendance

May need to be increased if we pull out. Should we cover all entries?

Building levy

Should be reduced and general levy increased

From: Claire Jackson

Sent: Friday, 23 July 2010 4:09 p.m.

To: James Meager

Subject: RE: Budgeting update - WARNING: may offend those who are not interested in slight attempts at comedy.

Hi James,

I would like to reduce the Welfare budget to \$3500.

This is because the \$1,000 I have now for Parents Room will go towards the nappy disposal system this year (yet to be charged) but next year it will be charged to the SSC.

The other option is to move \$2 Taxis to the SSC too. What do you think about that? As it is pretty much an institutional thing by now. So that would take it to \$2500.

Thanks!

Claire

From: Katie Bryan
Sent: Saturday, 24 July 2010 1:40 p.m.
To: James Meager
Subject: Budget submission

Hi James,

I think I've done this right but let me know if I haven't!

Katie

Budget Submission

Executive Budget Line: Divisional Representative Person Responsible: Commerce

Divisional Representative Date: 24 July 2010

| Service | \$ (Responsibility) | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality*) | People involved |
|-----------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Networking 101 Events | \$250 Spent: \$209.52 (catering, posters, fliers) | Engagement – I think Networking 101 ties OUSA to the students as I run this event acting as an OUSA representative so is predominantly viewed as an OUSA initiative. Students recognize we support them and offer fun yet educational experiences. Networking 101 has a facebook group and is publicized around campus through posters. There is a guest speaker at each event that does a short and interesting presentation. Food and drink is provided. Students are well receptive to this event and I have received a lot of positive feedback. Relevance – I believe Networking 101 is relevant to | Numbers of students who attend the events (approximately 50 at each of the first two events); and numbers of students who have shown interest in joining the Networking 101 facebook group (approx. 85). Percentage of student satisfaction | OUSA: Myself Stephanie Reader, Education officer (catering) Zina, OUSA designer (posters, fliers) OCOM executive members: Leighton Riley Manesh Malani Bradley Russell |

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| | | <p>students as it teaches valuable networking skills and they are able to meet peers they may not otherwise know.</p> <p>Inclusiveness – this is a free event for students which provide them with a good experience.</p> <p>Relationships – building staff and student relationships as it is an event open to both students and staff of Otago University.</p> <p>Responsibility – Provides students with an enjoyable event. Of all of the Networking 101 events, only one is paid by the divisional representative budget line. This means I have full sponsorship from other sources for the other events, showing that it is worthwhile and should continue.</p> | | <p>External sponsors: NZICA; Adam Hayman, Business development executive School of Business; Claire Ramsay.</p> <p>Guest Speakers: Shelley Beales, HR Manager Polson Higgs Dunedin Mark Cumisky, Otago University Careers Office Jason Leong, Pocketsmith</p> |
| OCOM and ASSA Combined Event | \$250 | <p>Responsibility – as commerce divisional representative, I feel I have the responsibility to OCOM to support them in events/ideas they have. As the association is struggling this year, ASSA and OCOM have come up with a combined event which will be a semi-formal boat cruise.</p> <p>Sponsorship is being applied for elsewhere as well.</p> <p>Relationships – the relationship between OUSA and OCOM, and between OCOM and ASSA, and between commerce students and the</p> | Positive feedback from students. | <p>OUSA: Myself Michael Anderson, Science divisional representative Harriet Geoghegan, OUSA President Stephanie Reader, Education Officer</p> |

| | | | |
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| | | | students |
| Flating campaign | \$2000 | Inclusive – OUSA has traditionally had lower satisfaction rates among 2 nd and 3 rd years Responsible – raising awareness about the minimum standards of housing among students is imperative Relevant – most students live in flats, and most of those flats could be of better standards | Positive feedback from community/local voices Positive feedback from students |
| Bottle buy back | \$2000 | Responsible – encourages our members to recycle Relevant – many students often have more recycling than they can fit into their bins | Positive feedback from community/local voices Positive feedback from students |
| Distance postgrads coffee hour | \$5000 | Inclusive – our postgrad students in Wellington and Christchurch do not get much from us directly Engaging – allows us to give something tangible to our distance postgrad members each week | Positive feedback from students |
| Exam Packs | \$1000 | Engaging – allows us to directly interact with our members at a time when they are stressed and overworked aka prime targets for distraction – enter OUSA! Relevant – we like our members. We like them to be happy. Exam packs = goodness. | Positive feedback from students |
| Other campaigns and initiatives as the ideas and needs arise | \$10000 | Inclusive – ensures that no great idea does not come to fruition due to lack of funds Engaging and relevant – allows us to respond to issues that are currently important to our members | Positive feedback from community/local voices Positive feedback from students |
| TOTAL | \$25000 | | |

***Measurement of: Satisfaction, Relevancy, Engagement, Non Engagement, Benchmark/Target**

Appendix B – Operational Budget Submission: Admin Budget Submission

Operational Area: Admin

Manager: Stephen Alexander Date: August 2010

| Service | \$ | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality) |
|--------------------------|-------------------|------------------------------------------------------------------------------------|---------------------------------------------|
| Professional Fees | | Responsibility | |
| Payroll | \$12,000 | | Accurate fortnightly payroll |
| Audit | \$17,000* | | Unqualified report |
| Legal Fees | \$15,000 | | Quality of advice |
| Other | \$50,000* | | Change management |
| Sub Total | \$94,000 | | |
| Office Admin | | Responsibility & Engagement | |
| Computers | \$22,000 | | Service internal user requirements |
| Banking fees | \$6,000 | | Service external user requirements |
| Supplies/General | \$8,000 | | Service internal user requirements |
| Phones | \$11,000 | | Service internal/external user requirements |
| Photocopying | \$8,000 | | Service internal user requirements |
| Postage | \$1,000 | | Service internal/external user requirements |
| Stationery | \$6,000 | | Service internal user requirements |
| Cleaning | \$27,000 | | Service internal user requirements |
| Insurance | \$12,000 | | Risk management |
| Repairs | \$9,000 | | Service internal user requirements |
| Utilities | \$25,000 | | Service internal user requirements |
| Sub Total | \$135,000 | | |
| Staff Costs | \$35,000 | Responsibility & Relationships | Training and morale levels; retention rates |
| Wages | \$273,000* | Responsibility & Relationships | Retention rates & job performance |
| Total | \$273,000 | | |

*Increase in Audit Fee to reflect actual due to increased compliance with new international standards; provision for change management consultation; reduced due to reallocation of some wage costs to Promotions. Branding Awareness and Marketing line

Appendix C – Operational Budget Submission: Promotions Budget Submission

Operational Budget: Promotions Manager: Fiona Bowker Date: August 2010

| Service | \$ | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality) |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Branded stationery: pens, memo pads, thank you cards. The pens are the 'expensive' part of this cost | \$3,000 | Engagement – ensuring a cohesive branded look so that our members can engage with us. Inclusive – a clear brand conveys OUSA equally to everyone; and ensures all staff and executive utilise tools to emphasise to members that we are here. | Approx the same amounts as in 2009 will apply: - 2,500 pens branded with website, used in each office and given out - 400 Thank You cards - Memo pads of recycled paper; quantities depend on paper available! |
| Orientation + ReOrientation: promoting of OUSA | \$5,000 | Engagement – Events organise and promote the gigs; promotions money is put aside to ensure OUSA is conveyed through the events organised. We aim to create ambassadors for us of our members. Relevance – we convey OUSA in the physical forms students like. Our research may show this is not key rings next year, but some other thing. Inclusive – not all of our members are involved in all of our events, but all want their arrival at Uni to be acknowledged and to be part of the fun of Orientation. | In 2010: \$1380 for keyrings, \$614.50 for wristbands, \$80 for food, \$127.25 for signs in reception/ caravan/ keyrings booth and ID queue. \$1065 for ReOrientation: hot chocolate stall plus one third cost of OUSA tokens \$3330 for 900 branded mugs In 2011: Similar costs will apply. |
| Wallplanners/ or desk calendars/ or calendars - OUSA branded - Promoting OUSA only | \$2,000 | Inclusive – responds to members' demand for wallplanners Engagement – the style of the calendar conveys us to our members, and there are opportunities for input | Fulfills high demand (Not needed if Critic produces around 500 more wallplanners – but our own wallplanners convey OUSA to our members best) |
| Distance Students Engagement - Postage/ courier - Info leaflets and information | \$1,000 | Responsibility – while most distance students pay most of their levy to a local association, they are still our members and we need to set up communication with them. Engagement – our distance students tend to engage with us negatively; dissatisfaction in Uni Surveys is highest from non-campus based members. | Distance students receive: - 1-3 cartons (depending on size) of promotional products during year; they would additionally like to have information of exactly what their relationship to OUSA is, how to use us, and how to know when. |
| First Year/ Start of year Promotion - In 2010 this comprised bags, dvds, | \$100,000 (up to)* | Please note this is a big proposed alteration to how this proceeds currently. Responsibility – we are regarding costs of the separate things to our members. | Quantity: 20,000 items 2010: dvds posted to all intending first – years; bags filled by |

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| <p>some publications</p> <p>- In 2011, this info could be brought together electronically and given to every student</p> | | <p>We responsible for ensuring we communicate to our members in the most effective means possible and in an integrated and cohesive way.</p> <p>Engagement – the aim is to provide our members with essential tools to proceed on their education life, and to connect them to us. The start of year promotion is our main and best chance to engage with our members; the connections we forge now will assist the flow of communication between our members and us and us and them not just for the rest of the year, but for the rest of their length of study.</p> <p>Inclusive – this is our best chance to reach all of our members and to open communication with them; we can use this promotional tool to set up channels of engagement with all of our students, no matter who they are and where they are sited.</p> <p>Relevant – we are proposing huge changes to the way we deliver this stuff, in order to remain relevant to our members, with greater emphasis on real engagement.</p> | <p>sponsors + wallplanner and given to all on campus students</p> <p>These are popular and sought after, but we have noted a decline in bags used longer term; possibly due to late delivery, but also due to lack of novelty</p> <p>2011: research currently underway into cost of 20,000 usbs loaded with pdfs and files of Uni and OUSA information, plus downloadable vouchers people would need to log onto a place on our website for. (Fuller info on this available elsewhere) The costs of this are still being researched.</p> |
| <p>Paid Advertising</p> | <p>\$8,000</p> | <p>Engagement – this was identified in 2006 as a key way to reach our audience and it has proved so.</p> <p>Responsibility – we need to utilise as many fora as possible to convey to our members anything we are doing; paid advertising gives us control over the design and content of what we publish. Sometimes it is a sober ship in a turbulent ocean.</p> <p>Inclusiveness – showing all of our members all that OUSA is doing in the same advertisement is a primary means to demonstrate our inclusiveness.</p> | <p>In 2010: \$3351 – 2 handbook diary ads \$2800 – an ad in each of 5 local high school diaries \$510 – Critic wallplanner ad \$150 – ad in Tramping Club book \$ - advertising 'OUSA as a whole' in Critic</p> <p>In 2011: \$3350 handbook diary advertising (may increase pending negotiations over design of cover) \$510 wallplanner ad \$150 Tramping Book \$1,000 sundry advertising \$3,000 for Critic advertising</p> |
| <p>OUSA General Promotion: Assisting other Areas</p> <p>Two options:</p> <ol style="list-style-type: none"> 1) Status quo, whereby central promotion funding applied across areas on case by case basis to lift brand effectiveness of projects 2) New structure, | <p>\$20,000 (\$5,000 per area)</p> <p>OR \$4,000 total if per area option not agreed</p> | <p>Please note this is a big proposed alteration to how this proceeds currently.</p> <p>Engagement – there is some amount of fracturing in how promotions are carried out across OUSA, in both quality and reach – this proposal aims to pull more of our promotions together and enable good strategic planning and good robust processes of measurement take place.</p> <p>Responsibility – By organising a more cohesive approach to promotions across OUSA, we are making better use of student resources than currently, particularly in greater strategic oversight</p> | <p>Proposal outlined in separate document.</p> <p>In 2010 this budget has so far been applied to:</p> <p>\$700 to enable all Clubs and Societies leaflets to be OUSA branded \$479.96 for purchase of 19 OUSA branded picnic rugs for members to borrow at lunchtimes \$42.52 for a set of</p> |

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| whereby there is greater devolution of current by-area promotions to centralised promotional budget | | of promotional spending and in removing 'double handing' and 'doubling up' of promotions. | posters promoting the Executive (with more to come; bringing this figure to around \$120) \$655.60 branded Danger Tape (requested by Events in 2008) \$44.26 for series of posters around Design process \$113 – Tertiary Open Day Up to \$500 local body elections This is a discretionary line that can be applied across OUSA areas to lift projects in terms of brand and effectiveness |
| OUSA Yearbook The viability of this suggested project would depend on outcome of research in S1 and if agree to proceed would take place in S2 | \$10,000 | Engagement: As many of our 20,000+ members as possible would be included – through coverage of Halls (first year), presence at Events (all), research projects (3 rd year to Postgrads), students in almost every Dept, distance students (through associations), clubs... Relevance: we noted that there is nothing available that documents people's on campus lives as a permanent record. Inclusive: A Yearbook only succeeds where it is personal to the individual student; it will include as many people as possible in some way. Responsible: We would try to break even and sell it at cost. Relationships: It would connect us to the community in which we live, and would be snapped up by the University for marketing. | Designer + Reception and Services Manager want to run this project whereby we document the life and work of students throughout the year – both visual, through art and literature, aspects of student life, and student research. We would hope the cost outlay would be recouped through sales. This project will proceed only after initial research has been undertaken and a subsequent proposal approved by Executive through Communications Committee |
| Wages & Contractors | \$112,000* | Responsibility & Relationships | Retention rates Job Performance |
| TOTAL | \$261,000* | | |

*Increased due to substantial new proposal and reallocation of some wage costs to from the Administration line

Appendix D – Executive Budget Submission: Executive Honoraria Budget Submission

Executive Budget Line: Executive Honoraria Person Responsible: FSO

| Service | \$ (Responsibility) | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality*) |
|----------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| President | \$30,000 | Responsible level of reimbursement for a position which has traditionally been first voluntary with a nominal payment of incurred expenses. Enables elected Officers to engage students more regularly and commit more time to OUSA, and also makes them more accountable to students who pay their salaries. The Executive recently passed a recommendation from the Governance Structure Working Party to increase the amount of honorarium received by those Executive Officers who returned for another year. It was believed this would encourage retention of Executive Officers and institutional knowledge. However, the nominations of the recent elections (where only 3 out of 17 Executive members chose to run for office again) demonstrates that this policy is ineffective, and creates inequality amongst officers on similar work rates. Thus, this submission does not recommend that any returning Executive Officers be granted additional honorarium. | A President working a minimum of 40 hours a week (\$14.20 per hour) for the calendar year. |
| Officers (4) | \$54,000 | See above. | Four Executive Officers working 20 hours a week (\$13 per hour) for the calendar year. |
| Portfolio Executive Officers (5) | \$15,000 | See above. | Five Executive Officers working 10 hours per week (\$9.40 per hour) for the academic year (32 weeks). |
| Incoming Executive Honoraria | \$2,000 | Responsible use of money in reimbursing incoming Executive Officers who sacrifice summer | Preparation of incoming President to ensure they can |

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| | | employment in order to undertake training (traditionally Presidential) in order to be quickly up to speed on OUSA's activities. In 2011, it is foreseen that this budget line would not need to be used if the current President was re-elected. | hit the ground running, and OUSA does not spend valuable resources and time in the following year to learn the job. Enables learning off the current President at the same time. |
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*Measurement of: Satisfaction, Relevancy, Engagement, Non Engagement, Benchmark/Target Numbers

Appendix E – Executive Budget Submission: Travel, Training and General

Budget Submission

Executive Budget Line: Travel, Training, General Person Responsible: FSO

| Service | \$ (Responsibility) | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality*) |
|--------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| General Expenses (printing reports, bereavement, meeting supplies) | \$1,500 | | |
| Travel: taxis | \$2,000 | Responsible - Executive Officers are expected to travel around town for meetings as part of their roles. | The cost of taxis in 2008 and 2009 was \$1,819 and \$1941 respectively. |
| Travel: flights | \$4,500 | Responsible – Whether or not OUSA remains involved with NZUSA to have their political support, it is recognised that the costs of Conferences do not justify what little value their training provides. This will ensure that the President and Executive Officers can continue to attend meetings and engagements where necessary. | \$3,000 for flights to attend 12 FedEx meetings a year at \$250 return; \$1,500 to cover other political engagements. |
| Training: OUSA | \$4,000 | Feedback gained over the past two years from NZUSA Conferences has been that the training they offer is equal to the | Allocation of a significant amount of resource to be able to offer |

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| | | current training provided by OUSA. Thus, a significant increase in the amount of training provided by OUSA should compensate for not sending Executive Officers away to NZUSA Conferences. | substantial and quality training for the OUSA Executive, resulting in highly skilled and effective Executive Officers. |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|

*Measurement of: Satisfaction, Relevancy, Engagement, Non Engagement, Benchmark/Target Numbers

Appendix F – Executive Budget Submission: Elections Budget Submission

Executive Budget Line: Elections Person Responsible: FSO

| Service | \$ (Responsibility) | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality*) |
|----------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Advertising in Critic | \$2,000 | Ads for nominations and voting. All of this expenditure is crucial to the involvement of students in the process of democratically electing a body to govern the Association. | |
| Election posters (nominations, elections, debates) | \$650 | Posters for nominations, voting and debates. | |
| Debate costs | \$400 | Snack and food for audience members. | |
| Election announcements | \$100 | Snack and food for attendees of the results announcement. | |
| Nomination packs | \$50 | Information packs for candidates. | |
| Radio 1 advertising | \$300 | Ads for nominations and voting on Radio 1. | |
| Website voting costs | \$400 | Costs of implementing the voting systems | |
| Returning Officer wages | \$2,600 | Wages for the returning officer. | |

*Measurement of: Satisfaction, Relevancy, Engagement, Non Engagement, Benchmark/Target Numbers

Appendix G – Student General Meetings Budget Submission

Executive Budget Line: SGMs Person Responsible: FSO/Secretary

| Service | \$ (Responsibility) | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality*) |
|----------------------------|------------------------|------------------------------------------------------------------------------------|------------------------------------|
| Advertising (4 Critic ads) | \$1,600 | Engagement – providing a forum for students to have their | Attendance of SGMS of 200 |

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| | | say. Advertising allows for OUSA to reach as many students as possible to make them aware of this opportunity. | people. |
| Advertising (posters) | \$400 | See above. | Attendance of SGMS of 200 people. |
| Printing (agenda) | \$200 | Ensuring that those present at SGMS are given the relevant information to discuss issues at the meeting. | Robust debate. |

***Measurement of: Satisfaction, Relevancy, Engagement, Non Engagement, Benchmark/Target Numbers**

Appendix H – Executive Budget Submission: Campaigns and Initiatives Budget Submission

Executive Budget Line: Campaigns Person Responsible: FSO/Imogen Roth

| Service | \$ (Responsibility) | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality*) |
|----------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Promoting the 2011 general election | \$6000 | Responsible – OUSA should encourage its members to exercise their democratic rights and vote for their government and Member of Parliament Relevant – many students are eligible to vote, and many students have an opinion on national politics. It is up to us to help facilitate students' participation | Positive feedback from national and local governing bodies Positive feedback from community/local voices Positive feedback from students |
| Flatting campaign | \$2000 | Inclusive – OUSA has traditionally had lower satisfaction rates among 2 nd and 3 rd years Responsible – raising awareness about the minimum standards of housing among students is imperative Relevant – most students live in flats, and most of those flats could be of better standards | Positive feedback from community/local voices Positive feedback from students |
| Bottle buy back | \$2000 | Responsible – encourages our members to recycle Relevant – many students often have more recycling than they can fit into their bins | Positive feedback from community/local voices Positive feedback from students |
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| Exam Packs | \$1000 | Engaging – allows us to directly interact with our members at a time when they are stressed and overworked aka prime targets for distraction – enter OUSA! Relevant – we like our members. We like them to be happy. Exam packs = goodness. | Positive feedback from students |
| Other campaigns and initiatives as the ideas | \$5000 | Inclusive – ensures that no great idea does not come to fruition due to lack of funds Engaging and relevant – allows us to | Positive feedback from community/local voices Positive feedback from |

| | | | |
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| and needs arise | | respond to issues that are currently important to our members | students |
|-----------------|--|---------------------------------------------------------------|----------|

***Measurement of: Satisfaction, Relevancy, Engagement, Non Engagement, Benchmark/Target Numbers**

Notes from FSO: increased amount (\$1,000) towards promoting 2011 general election; decreased amount for distance postgraduate coffee hour (\$1,000); decreased "other" fund by \$5,000.

Notes from Harriet Geoghegan: Campaigns and Initiatives Line

There are many projects undertaken by executive members that are of merit, however there is a very strong argument that having a line with no guidelines, allocated at the whim of each executive leads to people doing 'pet projects' to keep busy and spend the money. As one person commented to me:

"i've always felt that OUSA over budgeted (or at least used to), with the objective of locking in "pet projects" and allocate money according to ensuring that the different token groups maintained their share.

So I suggest you grant money in "buckets" to the committees, who then have to decide how to spend it at a committee level. That will give committees something worth turning up to do too, and a way for the whole model to reflect the real priorities of the student body at large."

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Thus I think there ought to be a 'political' slush fund, but that exec members need to spend more time representing and less time on pet projects when we have hired staff to run events/recreation/communication etc etc.

The rest of those funds should be allocated to the appropriate operational areas. The same goes for exec budget lines. E.g. education officer's now being spent by student support, with some discretionary budget for the education committee to react to educational issues.

Appendix I – Explaining the Reallocation of Officer Budgets to Executive Committees

James Meager

As a result of the Governance Structure Working Party Report, several committees are to be established or strengthened to provide increase representation and engagement of OUSA members.

To help ensure that the Committee structure retain its sense of power and entitlement, they will be allocated budget lines previously in control on the single Executive Officer.

Now, the Committees will determine where the Executive Officer should spend their budget, and will make submissions to that effect on the annual OUSA budget. The Executive Officer will take direction from the Committees in this sense.

With any reallocation of funds, no funding cuts have been made, and the same pool of money is made available by the committees that the individual reps had access to previously.

Thus, the Education Officer and Divisional Representatives budgets have been merged into the Education Committees budget; the Queer Rep, Women's Rep, Pacific Island Rep, and the Māori Rep budgets, along with the Welfare Officer's budget have been reallocated to the Welfare Committee; the International Students' Rep budget has been allocated to the International Cultural Council Committee; and the Postgraduate Rep budget has gone to the Postgraduate Committee.

This should ensure more accountability with how these group's money is being spent, and it should give the Committees some power to make decisions. It also makes the Committee members accountable to students.

Appendix J – Operational Budget Submission: Planet Media

Budget Submission

Operational Area: PMDL

Manager: Stephen Alexander Date: August 2010

| Service | \$ | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality*) |
|------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Radio Station and Critic | | <p>Engagement – entertaining and informing listeners/readers; promoting student events, services and politics; communication channel between OUSA and its members via both Critic and Radio One as well as via social media</p> <p>Relevance – to provide exposure to students and locals of a diverse range of opinions, music, culture, etc</p> <p>Inclusiveness – magazine freely available to all members and community via hardcopy and website; radio freely available on 91FM and webstream www.rl.co.nz; encourage listener/reader requests and interaction via facebook, letters, articles, phone, text and email</p> <p>Relationships –links the campus to the city and the city to the campus through readers/listeners and advertising; relationship with NZ On Air as funder</p> | <p>28 Critic Issues with 5,500 copies per issue</p> <p>24/7 Broadcasting Radio One 91FM</p> <p>Magazine pick up</p> <p>Feedback from readers/listeners</p> <p>Our annual listener surveys on campus show Radio One has highest listenership of Dunedin radio stations.</p> <p>Brand recognition of Critic and Radio One</p> <p>Advertising sales/relationships with city/national businesses through Planet Media - \$570,000pa</p> <p>NZ On Air funding \$75,000pa</p> |
| Volunteer opportunities for students as writers, reporters, DJs, newsreaders, promotions assistants | | <p>Engagement – attracting OUSA members to volunteer, gain experience and contribute to the culture of the campus and Dunedin</p> <p>Relevance – student voices writing/broadcasting to students gives integrity to the messages. Providing a professional training ground for work experience; maintaining print media/broadcasting standards; mentoring media practices that are relevant in other work places</p> <p>Inclusiveness – encouraging a range of volunteers with diverse tastes/interests</p> <p>Relationships – with the volunteers as we train them; with national media looking to hire our volunteers</p> | <p>7,000+ volunteer hours per year</p> <p>No gaps in magazine content; radio training show slots are fully booked and on-air programme has no spare showtimes</p> <p>Steady flow of students applying to be part of Critic/Radio One</p> <p>Ex Critic/Radio One volunteers who continue to volunteer in other media when they leave Dunedin; who go on to gain employment at Critic/Radio One; and ex volunteers who gain employment in national media</p> <p>Regularly act as referees for our volunteers applying for work</p> |
| Radio One card subscriber card | | <p>Engagement – with the Onecardholder building loyalty to Radio One through benefits of the Onecard</p> <p>Relevance – saves money by providing</p> | <p>Minimum 1000 Onecards in circulation; \$30,000 - \$40,000 sales/sponsorship income</p> |

| | | | |
|------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| | | discounts to food, drinks, entertainment, gigs, services and products that students want Inclusiveness – offered at a \$20 pre-Orientation discounted price to first years. For sale on campus Relationships – with students; Onemail weekly newsletter communicates latest prizes to win, discounted gigs and info about Radio One | Happy Onecardholders continue phoning, texting and emailing for prizes. |
| Onefest – Annual Free gigs for Onecardholders | | Engagement – providing free music for Onecard holders; includes student bands and DJs on the bill where possible Relevance – raises the profile of the Radio One on campus and in the city Inclusiveness - Onefest is open to everyone paying a doorcharge and free to the Onecarded; entertainment reflecting diversity of Radio One Relationships – students and locals who attend; volunteers assist with gigs; national and international acts performing | Numbers attending 1104 in 2009 Reviews obtained in other media Feedback from attendees; feedback from performers |
| Other Publications | | Engagement – entertaining and informing readers; promoting student events, services and politics Inclusiveness – publications available free | Publication numbers: Orientation Mag 10,000; Handbook Diary 22,000 Advertising revenue and contractual contributions |
| Sales | | Relevance – income source via advertising sales and sponsorship Relationships - with city/national businesses | \$80,000 direct contribution to OUSA income |
| Total | \$172,000* | | |

*Increased to mitigate substantial losses incurred by Planet Media over the last two years (\$50,000 pa) and to support the ongoing provision of services.

Appendix K – Executive Budget Submission: USNZ

Harriet Geoghegan:

National Bodies

We need to pull out of NZUSA and USNZ asap – they are not value for money and we can use it better in other ways.

USNZ games attendance

May need to be increased if we pull out. Should we cover all entries?

Appendix L – Executive Budget Submission: NZUSA

Harriet Geoghegan:

National Bodies

We need to pull out of NZUSA and USNZ asap – they are not value for money and we can use it better in other ways.

Appendix M – Satellite Campus Funding Spreadsheet

2011 Levy Refunding Structure - GST Inclusive

| Levy | | | |
|------------------------------|--------------|---------------------------|------------------------------------|
| Building Levy | \$ 91.75 | | |
| General Levy | \$ 91.84 | | |
| 1/4 of General | \$ 22.96 | Per student (2010) | |
| SJS Levy (Rate) | \$ 25,312.50 | \$ 1.17 | Cost of national subsidiary |
| USNZ Levy (\$2.00*2008 EFTS) | \$ - | \$ - | |
| NZUSA (\$4.90*2008 EFTS) | \$ - | \$ - | |
| | | \$ 1.17 | |

| Association | Headcount (2010) | EFTS (2008) |
|-------------|------------------|-------------|
| OUSA | 21617 | 20644 |
| SCSA | 180 | - |
| CMSA | 318 | - |
| WMSA* | 269 | - |
| PSOC** | 713 | - |

| | Amount Levied | National Body Contributions | Funding owed | Funding owed GST Exclusive | Paid |
|--------------|---------------------|-----------------------------|---------------------|----------------------------|-------------|
| SCSA | \$ 4,343.57 | \$ 210.77 | \$ 4,132.80 | \$ 3,673.60 | \$ - |
| CMSA | \$ 7,673.64 | \$ 372.36 | \$ 7,301.28 | \$ 6,490.03 | \$ - |
| WMSA | \$ 6,491.23 | \$ 314.99 | \$ 6,176.24 | \$ 5,489.99 | \$ - |
| PSOC | \$ 17,205.37 | \$ 834.89 | \$ 16,370.48 | \$ 14,551.54 | \$ - |
| Total | \$ 35,713.81 | \$ 1,733.01 | \$ 33,980.80 | \$ 30,205.16 | \$ - |

*Headcount altered from University numbers by WMSA to

exclude non-members

**Headcount altered from University numbers by PSOC due to enrolled-on-campus distance levies not counted

Appendix N – Executive Budget Submission: Donations

Budget Submission

Executive Budget Line: Donations
2010

Person Responsible: Finance and Services Officer

Date: 14 July

| Service | \$ (Responsibility) | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality*) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Community Law Centre donation; media release around donation; publication on website; increase feedback levels through the Welfare Officer and Law Centre | \$1500 | Engagement – publicising OUSA's assistance to the Community Law Centre helps tie us to students when they recognize that we support them in getting assistance and by gaining the feedback through the Centre as to how appreciative students are of the service and if they can tie us with that service. Relevance – students continue to utilise the Centre in times of trouble, and the Centre is highly involved with taking on student volunteers to gain experience. Inclusiveness – helps to maintain a free source of advice for all students regardless of their income level. Relationships – building relations with supporters of students within the community. Responsibility – produces a tangible outcome where collective student money is redirected back to them in the form of free legal advice. Creation of a consistent feedback loop ensures the money is being directed towards a service that helps students. | Numbers of student volunteers working in the Centre (25) for 2011. Numbers of students assisted by the Centre (1,000) for 2011. Percentage of student satisfaction |
| Chaplaincy Trust Board Donation | \$500 | | |
| ANZAC Day Wreath; subsequent publication of OUSA's contribution and attendance. | \$100 | Engaging – students were outraged when Victoria University refused to donate a wreath to the ANZAC Day celebrations, OUSA will strive to uphold the traditions of ANZAC Day and ensure that those students who support the celebration are catered for. | Positive feedback from community/local voices. Positive feedback from students. |
| Other funding allocated for donations; subsequent publication of any such donations. | \$400 | Inclusive – flexible to respond to changing social movements by providing a modest source of money for important or urgent donations. Responsible – being financially accountable by ensuring that donations directly benefit our members or our members' reputation. By creating a modest pool, we reduce the amount of student money spent on non-student sources. | Positive feedback from community/local voices. Positive feedback from students. |
| TOTAL | \$2500 | | |

*Measurement of: Satisfaction, Relevancy, Engagement, Non Engagement, Benchmark/Target Numbers

Appendix O – Executive Budget Submission: Grants Budget Submission

Executive Budget Line: Grants Person Responsible: Clubs and Societies Rep

| Service | \$ (Responsibility) | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality*) |
|---------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Grants | \$50,000 | Relevance – individuals and clubs seek our support for projects that they are undertaking Inclusiveness – grants are accessible for any member or club Relationships – are developed with members and clubs that apply Responsibility – the grants process is thorough and transparent | Aim to receive and accept 150 applications in 2011 |

***Measurement of: Satisfaction, Relevancy, Engagement, Non Engagement, Benchmark/Target Numbers**

From: Daniel Stride

Sent: Tuesday, 27 July 2010 12:56 p.m.

To: James Meager

Cc: Art Kojarunchitt

Subject: Budget Submission

Hi James

I would like to make a budget submission as follows:

THAT the Grants line be increased from \$47,000 to \$55,000.

There was no increase in the Grants line in the last budget so I feel that it is time that the amount be reviewed. Grants are one of the most successful public relations exercises that OUSA has with its members, and accordingly fit well with the strategic plan's onus on OUSA to engage with students. Grants are also becoming more popular, with 58 applications in the third round of 2010, and an additional 34 in the fourth. I believe it appropriate that the line be increased.

Appendix P – Operational Budget Submission: Student Support Centre Budget Submission

Operational Area: SSC

Manager: Tania Cumming

Date:

August 2010

| Service | \$ | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality) TARGETS |
|-----------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hardship Support Encompassing Budget Advising, the OUSA Foodbank and the OUSA | \$28,124.53* | Relevance – Students have limited incomes and require this kind of support from time to time. Students are turned away from 'public' foodbanks and referred to us and other organisations providing budget advice do not fully understand student issues or aren't student-friendly. The University's hardship fund is notoriously difficult to access. | Number of members accessing the Foodbank in 2011 (380) Feedback from members (80% positive) Number of Budget Advice Cases in 2011 (70 – 100%) |

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hardship Fund. | | <p>Engagement – Facilitates a positive interaction with members where they receive tangible and essential support from OUSA in their time of need.</p> <p>Relationships – media coverage of the Foodbank shows OUSA in a positive light to our members, the University and the Public. Other community agencies are grateful for our existence also.</p> | <p>increase on 2010)</p> <p>Number of members attending Budget Advice Seminars in 2011 (15 at each college visited = 210)</p> <p>Number of members accessing Hardship fund (20)</p> |
| <p>Advocacy Tenancy, academic, employment & dispute advocacy.</p> | \$45779.47* | <p>Engagement – as above</p> <p>Relevance – This is a support service that is core aspect of OUSA and cannot be effectively offered by the University (as it needs to be impartial).</p> <p>Relationships – The University (especially staff of Uni support services) respects this service and frequently refer students to us.</p> | <p>Number of Advocacy cases in 2011 (500 – 100% increase on 2010)</p> <p>Feedback from members via follow-up survey (85% satisfaction)</p> |
| <p>Queer Support This includes intensive 1:1 support, event and campaign organisation, outreach, training and education.</p> | 42,585.35 | <p>Engagement – as above</p> <p>Inclusiveness – Obvious, really. The University does not provide support for students who identify as queer.</p> <p>Relevance – Support for our members</p> <p>Relationships – This service is a key connection for relationships with community groups.</p> | <p>Number of members accessing Queer Support in 2011 (400)</p> <p>Number of members attending Diversity Week and other events in 2011 (500)</p> <p>Number of community members attending training in 2011 (50)</p> <p>Number of University Staff attending training in 2011 (20)</p> <p>Feedback from members via follow-up survey (85% satisfaction)</p> |
| <p>Publications & Campaigns Includes: Flating Mag, Wallet and Kete publications, flating campaigns, mental health support group, Orientation sausage sizzles, Mature Students' meet 'n' greet, and new campaigns.</p> | \$22,343.51 | <p>Engagement – our publications and campaigns aim to reach as many members as possible with helpful messages and opportunities to engage with OUSA.</p> <p>Inclusiveness – Some targeted campaigns/projects to marginalised groups such as mature students and students with depression.</p> <p>Relevance – All campaigns and projects exist to support our members and improve their student experience.</p> | <p>Number of Flating Mags distributed in 2011 (4,500)</p> <p>Number of Wallet Mags distributed in 2011 (4,500)</p> <p>Number of Kete views/downloads in 2011 (500)</p> <p>Feedback from members re: usefulness of publications via survey (80% satisfaction)</p> <p>Number of members provided with free sausages at orientation events (2000)</p> <p>Number of members attending depression support group (20)</p> <p>Number of mature student members attending event</p> |

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | (20) Number of members attending flatting info sessions (760) |
| Class Reps Coordination of the Class Representative system and provision of training, end of semester functions and incentives. | \$19,759.84* | Engagement – provides a point of contact with OUSA for these student leaders who may then seek further involvement with OUSA. Relevance – involvement in the class rep systems helps us keep our finger on the pulse of what's going on for our members across the whole university | Number of class reps in database (1800 – 12.5% increase on 2010) Number of members attending class rep trainings and functions (80) Feedback from class reps and other members via survey (80% satisfaction – 5% increase on 2010) Feedback from Uni staff (80% positive) |
| Research Education research on pertinent tertiary sector issues, predominantly directed by Executive needs. | \$38,102.71* | Relevance & Responsibility – having a dedicated researcher helps us to validate and back up our campaigns, services and political assertions with evidence and facts. | Number of research projects completed in 2011 (25) |
| Supporting Staff & Exec Time and resources spent supporting and advising executive (eg help with campaign planning & execution), support in difficult times for staff and executive, provision of training and education. | \$19,547.85* | Responsibility – Staff and exec members need support to perform their jobs to the best of our abilities. | Trainings/workshops delivered to staff and exec in 2011 (4) |
| Total | \$216,243.26* | | |

*As well as General increase in line with increased wage costs, utility charges and insurance costs, these amounts allow for an increase from 25 hours per week of Advocate/Budget Advisor staff time to 40 hours per week, and removal of the OUSA Tutorials. This is in response to a desired shift within the Student Support Centre to focus on core, essential services and meeting growing demands. Supporting documentation is available.

Appendix Q – Operational Budget Submission: Events Budget Submission

Operational Area: Events
August 2010

Manager: Vanessa Reddy

Date:

| Service | \$ | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality) |
|---------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Orientation | \$3,174.00 | <p>Engagement -with students first arriving at university for the first time as well as those returning for a second year.</p> <p>Relationships- are developed with music promoters, contractors and those interested in reducing alcohol related harm. For 2011 we aim to work closely with Tourism Dunedin and Unipol.</p> <p>Inclusiveness – in 2011 we aim to have more events that include students that are interested in more than just music events. Part of this will arranging buses around fun Dunedin destinations.</p> <p>Relevance- reducing Alcohol related harm by being responsible in our orientation programming as well as having safety protocols in place at events where alcohol is served.</p> | <p>16,500 direct contact attending events 12,000 indirect through tent city and giveaways 100 Volunteer opportunities</p> <p>Aim to reduce the alcohol related harm at Orientation by providing more events where alcohol is not the main focus as well as reducing Orientation to just one week.</p> |
| Capping Show | \$14,174.00 | <p>Engagement - with the many students involved in the production as well as those that watch the show</p> <p>Relevance- in the material produced relating to university life.</p> | <p>140 students involved in the production of the show. 4500 watching the show.</p> |
| Capping Week | \$3,443.00 | <p>Engagement - with residential colleges.</p> | <p>200 Selwyn College Students and Alumni involved in the capping Battle. 200 student watching. Although this budget wasn't spent this year we would like to keep it in the budget for the time when we can bring back the Scarfie Parade once the culture of throwing stuff at people has passed.</p> |
| BOB | \$10,929.00 | <p>Engagement - with the many students and bands participating and watching, Relevance, for students that are involved and enjoy the music culture in Dunedin.</p> | <p>45 Bands 1310 people watching over 5 nights</p> |
| Market Days | \$9,529.00 | <p>Engagement - through many students enjoying the atmosphere of the event.</p> <p>Relevance - as many students can't afford new stuff so there are lots of second hand cheap items available.</p> <p>Inclusiveness - with student stall holders and browsers who like to enjoy a low key event.</p> | <p>160 stalls throughout the year 5600 people enjoying the stalls and atmosphere.</p> |

| | | | |
|--------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Relationships - with university staff that enjoy the event as well as some community stall holders. | |
| Re-Orientation and International Food Festival* | \$34,230.00 | <p>Engagement – with those attending events</p> <p>Inclusiveness – as there is a variety of events appealing to a variety of students.</p> <p>International Student Clubs are the key to this event.</p> <p>Relationships- are developed with music promoters, contractors and those interested in reducing alcohol related harm.</p> <p>With the international Officer, the DCC and the wider Dunedin Community.</p> <p>Relevance – shown by the amount of people attending.</p> <p>Engagement – with the clubs as well as those enjoying the night.</p> | <p>Carnival day has around 3000 pass through it and enjoy the rides and fun</p> <p>2800 students attend the music gigs.</p> <p>11 clubs have stalls at this with the aim of 14 for 2011</p> <p>3000 people attended</p> <p>Clubs made a total of \$11,513</p> |
| HLW | \$21,187.00 | <p>Engagement - with students by being out and about on campus giving things out, talking with people and providing participation opportunities.</p> <p>Relevance - We aim to have even more participation through surveying our members to find out what they would like to see at this event.</p> <p>Inclusive – this event is accessible to all students.</p> | <p>Giveaways of healthy products, students love that. 700</p> <p>Cooking demonstrations. 200</p> <p>Focus on cycling and alternative transport. 400</p> <p>Free classes Zumba and Yoga at Clubs and Socs. 400</p> <p>Vege Sculpting Comp 40</p> <p>Free Soup. (scc)</p> <p>Swimming Sports. 500</p> <p>Potato Picnic. 300</p> <p>Bike Tune 20</p> |
| Mothras | \$23,715.00 | <p>Engagement - with the 600 students involved in making a movie.</p> <p>Relevance – in an era of Youtube and the internet, as well as the available filming and editing equipment available movie making and documentation is very accessible to this generation.</p> | <p>Average of 60 movies from students with 10 students involved in the making of each movie.</p> <p>128 attend the Awards Night</p> <p>240 can fit in to the cinema to watch the screenings</p> |
| Blues & Golds | \$7,372.00 | <p>Engagement – a positive interaction with Successful nominees</p> <p>Relationships – are developed with Clubs, the University, sponsors and contractors.</p> <p>Inclusiveness – the Blues caters for elite athletes who may have little other connection with OUSA; the Golds awards those students that have a connection with OUSA through Clubs.</p> <p>Responsibility – to maintain the highest standards and integrity of the Awards.</p> | <p>Aim to run a smooth event with many student knowing of the awards</p> |
| Extra Gigs 1-4 | \$16,587.00 | <p>Relevant- Students like music events</p> | <p>Aim to have 4 gigs and 1400 students attend each gig</p> |
| Post Grad Coffee Hour* | \$4,193.00* | <p>Inclusive engagement with on average 45 Post Grad each week.</p> | <p>On average 45 Post Grad each week.</p> |
| Film Festival | \$7,372.00 | <p>Relationship – Regent, Rialto,</p> | <p>90 Volunteer</p> |

| | | | |
|------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Community, Media. Engagement - Volunteers | opportunities. |
| World Cinema Showcase | \$5,529.00 | Relationship – Regent, Community, Media. Engagement – Volunteers | 40 volunteer opportunities |
| Future DJ | \$3,743.00 | Engagement – 12 DJ's is our limit Aim next year to have 2 nights with 24 DJ's Relevant – DJs are in!!!! | 12 entrants with the aim of 24 for 2011. 400 people attend. |
| Art Week | \$21,372.00 | Engagement - with students by being out and about on campus and in their space. Talking with people and providing participation opportunities. Relevance - We aim to have even more participation this year and next. Inclusive – this event is accessible to all students. | Aim for 30 entrants in the Fashion Show, 100 watching, 50 in the Art Exhibition, 8 in the installations and 2000 engaging in the different initiatives. |
| Adopt a Flat* | \$5,686.00* | Relevance - In an environment where students are isolated from the community we aim to connect students in flats with Dunedin. We believe this can grow into a support role for students as well as augmenting their time in Dunedin. | Aim to have 20 flats involved in 2011 |
| Volunteers | \$14,215.00 | Relevance – Volunteers are looking for opportunities to have more on their CV's and reference letters for the job markets. | Aim to provide 400 volunteer opportunities for 2011 |
| Total | \$206,450* | | |

*As well as general increase in line with increased wage costs, utility charges and insurance costs, there is allowance for new events (PostGrad Coffee Hour and Adopt a Flat) plus absorption of International Food Festival costs from the International budget

Appendix R – Operational Budget Submission: Recreation Budget Submission 2011

Operational Area: Recreation

Manager: Ross Blanch Date: August 2010

| Service | \$ | Objective (Engagement/Relevance/Inclusiveness/ Relationships/Responsibility) | Deliverable (Quantity/Quality) |
|-----------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recreation Programme | \$143,133.00 | Relevance – the Programme is a popular form of recreation for our members Inclusiveness – the Programme caters for members interests ranging from widespread (eg Zumba, Kickboxing) to minority interests (eg Thai Cooking, Wine Making) Engagement – members participation (or not) drives what is included in the Programme, and they give us feedback on each course Relationships – are developed with OPSA, University staff and general public | Aim to deliver 200 separate courses in 2011 Aim to enrol 2,800 members in pre-booked programmes in 2011 Aim for 5,000 participants in casual programmes in 2011 Aim for participant feedback on tutors of 9.3 or better, on value for money of 9.2, on enjoyment of 9.3, and on venues of 9.0 |

| | | | |
|---------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>who can also participate, and with tutors who teach for us</p> <p>Responsibility – Programme is delivered to our members at the best price</p> | |
| Club Use of Facilities at Clubs & Societies Centre | \$80,631.00 | <p>Relevance – 28% of our members are in clubs therefore providing meeting, activity and storage space for them</p> <p>Inclusiveness – clubs provide activity for a wide range of member interests from the very popular (eg Tramping) to more minority interests (eg Archery)</p> <p>Engagement – gives club members the opportunity to use OUSA facilities</p> <p>Relationships – are developed with each club</p> | <p>40 clubs continue to meet regularly at Clubs and Socs in 2011</p> <p>Aim to provide storage for 50 clubs in 2011</p> |
| General Support for Clubs | \$53,935.00 | (same as for Club use of Facilities) | <p>Aim to have 10 clubs permanently advertised on fliers by end of 2011</p> <p>Aim to retain 101 affiliated clubs in 2011</p> <p>Aim to get Continuing Affiliation paperwork from 75 clubs in 2011</p> |
| Grants Support | \$25,810.00 | <p>Relevance – individuals and clubs seek our support for projects that they are undertaking</p> <p>Inclusiveness – grants are accessible for any member or club</p> <p>Relationships – are developed with members and clubs that apply</p> <p>Responsibility – the grants process is thorough and transparent</p> | <p>Aim to receive and accept 150 applications in 2011</p> |
| NZU GAMES | \$53,735.00 | <p>Relationships – are developed with sports clubs and individuals who want to participate, and with USNZ</p> <p>Inclusiveness – caters for sports people of varying abilities</p> <p>Responsibility – a high level of oversight and support provided for athletes participating</p> | <p>Aim to take 100 athletes to the Summer Games in North Island</p> <p>Aim to take 75 Rowers to the Rowing Championships</p> <p>Aim to take 120 Athletes to the Snow Games in Wanaka</p> |
| Blues and Golds | \$11,760.00 | <p>Engagement – a positive interaction with successful nominees</p> <p>Relationships – are developed with relevant clubs, the University, the Graduates Association and with other sporting bodies</p> <p>Inclusiveness – caters for elite athletes who may have little other connection with OUSA</p> <p>Responsibility – to maintain the highest standards and integrity of the Awards</p> | <p>Aim to ensure that all recipients are of a suitable standard in 2011</p> <p>Aim to ensure that all eligible persons are made aware of the Awards in 2011</p> |
| Casual Use of Clubs & Societies | \$86,000.00 | <p>Relevance – approx 50% of our members use the facilities at Clubs and Societies</p> | <p>Aim to exceed 200,000 visitors in 2011</p> |

| | | | |
|---------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (general) | | <p>Engagement – gives members the opportunity to engage with OUSA assets.</p> <p>Inclusiveness – caters for members with wide range of interests</p> <p>Relationships – are developed with regular visitors</p> <p>Responsibility – through delivery of good quality, well maintained facilities available to members via extensive opening hours</p> | <p>Aim to exceed 14,000 separate room bookings in 2011</p> <p>Aim to survey casual Centre users in 2011 to solicit feedback on satisfaction with facilities. (NB 2009 survey had 75% of users either satisfied or very satisfied with facilities)</p> |
| Sauna | \$ 7,851.00 | <p>Relevance – used by 2,000 people so far this year</p> <p>Inclusiveness – caters for sauna enthusiasts</p> <p>Responsibility – providing a safe, sound and enjoyable experience for members</p> | Aim to exceed 3,500 uses in 2011 |
| Vehicle Workshop | \$ 3,020.00 | <p>Inclusiveness – caters for members who like to work on their own vehicles</p> <p>Responsibility - safe storage for OUSA vehicles and a service to members</p> | Aim for 100 member bookings in 2011 |
| Club Committee Room | \$ 3,470.00 | <p>Relationships – are developed with clubs who use it</p> <p>Responsibility – supporting clubs with administration and in particular with club accounts</p> | Aim to have 20 clubs using it regularly in 2011 |
| Pianos | \$ 3,620.00 | Inclusiveness – caters for piano playing members | Aim to develop a system for monitoring piano usage accurately |
| Pool / Snooker | \$ 2,720.00 | Inclusiveness – caters for Pool and Snooker playing members | Aim to promote these facilities better to membership |
| \$ 3 Lunches | \$ 8,745.00 | <p>Relevance – to members on low incomes</p> <p>Inclusiveness – for vegetarian members</p> <p>Relationship – with Hare Krishna Society and the DCC</p> | Maintain current level of popularity – around 200 meals per day (Mon – Thurs) and 100 on Fridays |
| Ford Transit – the club van | \$ 5,420.00 | <p>Relevance – to clubs who use it</p> <p>Relationships – are developed with club users</p> | Aim to promote availability to clubs more extensively |
| Mojos Hall (casual) | \$ 8,285.00 | Relevance – to members who enjoy dancing or piano playing | Aim for 1,200 bookings in 2011 (combined with club use) |
| Mojos Hall (club usage) | \$ 2,635.00 | <p>Relevance – to Martial Arts, Combat and Performance clubs</p> <p>Relationships – with club users</p> | Aim for 1,200 bookings in 2011 (combined with casual use) |
| Squash Courts (casual) | \$ 6,025.00 | Inclusiveness – caters for squash playing members | Aim for 750 casual bookings in 2011 |
| Squash Courts (OU Squash Club) | \$ 5,990.00 | <p>Relationship – with OU Squash Club (232 members this year)</p> <p>Relevance – to members of OU Squash Club</p> | |
| Aquatic Centre (casual) | \$10,321.00 | Inclusiveness – caters for kayaker members and miscellaneous other users of the building | <p>Aim to keep Kayak Store full with members' vessels</p> <p>Aim to encourage use of</p> |

| | | | |
|----------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| | | | the lounge by other groups |
| Aquatic Centre (OU Rowing Club) | \$ 49,669.00 | Relationship – with OU Rowing Club (228 members this year) Relevance – to members of the club | |
| Yacht Club (casual) | \$ 5,470.00 | Inclusiveness – caters for members with yachts and windsurfers | Aim to keep lockers full of members' yachts and windsurfers |
| Yacht Club (OU Yacht Club) | \$ 3,165.00 | Relationship – with OU Yacht Club (24 members this year) Relevance – to members of the club | Aim to support club to continue operating |
| Tournaments | \$ 3,320.00 | Inclusiveness – caters for Chess, Table Tennis, Pool and Snooker playing members | Aim to have 200 entries in the combined tournaments |
| Caravan | \$ 1,175.00 | Engagement – the caravan is part of our communication strategy | |
| TOTAL | \$ 585,905.00* | | |

*General increase in line with increased wage costs, utility charges and insurance costs

Appendix S – Operational Budget Submission: Capital Expenditure

Budget Submission

Capital Expenditure

Manager: Stephen Alexander Date: August 2010

Minor Capital Expenditure \$35,000
capital items

Contingency fund for purchase/replacement of minor

Major Capital Expenditure \$100,000

Carry over of these items from 2010: People Mover \$50,000
SSC

Painting/Roof/Fence \$50,000

Recreation Facilities* \$528,000
(received to date)

Clubs & Socs Sauna upgrade \$48,000 (based on quotes

Clubs & Socs ground and first floor toilets \$100,000 (estimate based on previous OUSA bathroom facility renovations)

Heating upgrade for Clubs & Socs \$200,000 (as per AIRCOMM report with 5% allowance for contingency and inflation adjustments)

Extend walkway in Clubs & Socs activities hall right round the hall including access \$44,000 (based on quotes from 2008 plus inflationary adjustments)

Mechanise cricket nets at Clubs & Socs \$15,000 (estimate

only)

Clubs & Socs Otago room upgrade \$15,000 (based on comparable work elsewhere and known equipment prices)

Conversion of old Clubs & Socs photo studio into storeroom \$46,000 (as per Property Services estimate in 2008 plus inflation adjustments)

Safety rail and safety ladder for Clubs & Socs roof \$30,000 (estimate based on discussions with Property Services)

Clubs & Socs plumbing \$5,000 (based on discussions with McIvor Plumbers)

Mojos bathroom \$10,000 (based on discussions with McIvor Plumbing and with in-house staff who could do some of the work)

Replacement equipment fund \$15,000

*This represents a continuation of our 10 year ~~mission to boldly go where no man has gone before, to seek out brave new worlds~~ plan to complete all delayed renovations of our recreation facilities, much of which has been on hold during 2010 as evidenced by the fact that this year's projected spend is only \$85,000 from a budget of \$460,000.