



OUSa

Policy Manual

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Committee Terms of References



The University of Otago Blues & Golds Awards Panel Terms of Reference

Category	Terms of Reference
Version	1
First ratified	1 August 2018
Last ratified	1 August 2018
Review date	1 August 2019

Related Policies: The University of Otago Blues & Golds Awards Policy and the Appointments Policy.

1. Purpose

- 1.1. To appoint a panel that will make recommendations to the OUSA Executive for awards to be presented at the annual University of Otago Blues and Golds Awards.

2. Panel Membership

- 2.1. The membership of the panel shall consist of:
 - 2.1.1. The OUSA Recreation Officer, who shall be the chairperson;
 - 2.1.2. The OUSA Clubs Development Officer (CDO), who shall act as the secretary;
 - 2.1.3. The OUSA President;
 - 2.1.4. Two external individuals with relevant expertise in the areas of arts and culture;
 - 2.1.5. Two external individuals with relevant expertise in the area of sports;
 - 2.1.6. A representative from Te Roopu Māori;
 - 2.1.7. One individual from an OUSA affiliated sports club;
 - 2.1.8. One individual from an OUSA affiliated society.
- 2.2. Members of the Blues and Golds panel shall be ratified by the OUSA Executive.

3. Meetings

- 3.1. The panel shall meet at least once per year.
- 3.2. At least two weeks' notice of a panel meeting must be given to all panel members
- 3.3. The quorum for any meeting shall be at least half of its members and the OUSA Recreation Officer or the OUSA President must be present.

- 3.4. If the OUSA Recreation Officer is absent, the OUSA President shall be the chairperson.
- 3.5. The secretary shall circulate the minutes from the previous meeting, an agenda, and a copy of all nominations received to all panel members.

4. Voting

- 4.1. Each member of the panel shall have one vote, excluding the chairperson.
- 4.2. The chairperson shall have a casting vote in the event of a tied vote.
- 4.3. A simple majority shall carry any motion.



Colleges Committee Terms of Reference

Category	Terms of Reference
Version	2
First ratified	2010
Last ratified	1 August 2017
Review date	1 March 2019

Related Policies and Documents: Executive Sub-Committee Policy and Appointments Policy.

1. Purpose

- 1.1. The Colleges Committee exists to:
- 1.1.1. Provide students in Colleges with an opportunity to voice their concerns and communicate directly with the Otago University Students' Association (OUSA);
 - 1.1.2. Make official recommendations to the OUSA Executive on College related issues;
 - 1.1.3. Run initiatives at the discretion of the Committee.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
College means any entity, recognised by the University of Otago as an official University of Otago Residential College, which accommodates undergraduate students;
College Representative means the undergraduate student representative(s) representing each College.

3. Membership

- 3.1. The membership of the Committee shall consist of:
- 3.1.1. The OUSA Colleges Officer, who shall act as Chair and convene meetings of the Committee;
 - 3.1.2. The OUSA President;
 - 3.1.3. One College Representative from each College appointed by the OUSA Executive:
 - 3.1.3.1. The Student President of a College shall be the preferred College Representative, if this is not applicable, then the Head of College shall nominate an alternative representative;
 - 3.1.3.2. Each College Representative shall be appointed by the OUSA Executive no later than April unless there is a delay in the election of a Student President;

3.1.3.3. If it is the case that no College Representative has been put forward by a College, then they shall have a seat on the Committee reserved until such a time as they are appointed;

3.1.4. The OUSA Executive may, at its discretion, grant membership to the Committee to any person, and may impose any terms and conditions on such membership it sees fit;

3.2. Unless otherwise stated, membership shall be for the remainder of the calendar year from the date of appointment.

4. Terms of Reference

4.1. The Committee shall;

4.1.1. Provide recommendations to the OUSA Executive on any issues, policies, campaigns, or other activities relevant to Colleges and College students;

4.1.2. Have its members actively seek issues relevant to students in Colleges and raise them with the Committee;

4.1.3. Convene at least once every two months during the academic year, and formally report to the OUSA Executive after each meeting.

5. Resources and Budget

5.1. The Committee may have a budget line allocated by the Executive for the purpose of increasing communication and engagement with students in Colleges, and shall direct the Chair as to how that budget line should be spent.

5.2. The Chair, with assistance from the Finance Officer, shall be responsible for the creation and maintenance of such a budget and shall have discretion as to how it is spent.



Constitutional Review Committee

Terms of Reference

Category	Terms of Reference
Version	5
First ratified	March 2018
Last ratified	March 2018
Review date	1 March 2020

Related Policies and Documents: Executive Sub-Committee Policy and Appointments Policy.

1. Purpose

- 1.1 The OUSA Constitutional Review Committee will:
- 1.1.1 Review the OUSA Constitution and its processes;
 - 1.1.2 Recommend any Constitutional amendments or rescindments to the OUSA Policy Committee;
 - 1.1.3 Convene and dissolve only when the Executive deem it appropriate.

2. Membership

- 2.2 The membership of the Committee shall consist of:
- 2.2.1 OUSA Administrative Vice President (Ex-Officio);
 - 2.2.2 OUSA Secretary;
 - 2.2.3 No more than three (3) other OUSA Executive Officers;
 - 2.2.4 Any other OUSA members or persons appointed by the OUSA Executive or co-opted by the Committee;
 - 2.2.5 The Chair, who shall be appointed by the Committee.

3. Terms of Reference

- 3.1 In all matters the Committee shall have regard to:
- 3.1.1 The Objects of the Association as established in the present Constitution and Rules;
 - 3.1.2 The legal obligations of the Association;
 - 3.1.3 The democratic and representative goals of the Association.
- 3.2 The OUSA Constitutional Review Committee shall:
- 3.2.1 Undertake a systematic review of the OUSA Constitution;
 - 3.2.2 Draft any recommended amendments or rescindments;
 - 3.2.3 Recommend any amendments or rescindments to the OUSA Policy Committee;
 - 3.2.4 Provide supplementary materials to explain the consequences of any recommendations made under 3.2.3;
 - 3.2.5 Consult any parties affected by recommended constitutional amendments.

- 3.3 The OUSA Constitutional Review Committee may:
 - 3.3.1 Seek advice from the Student Body and any other interested or affected parties;
 - 3.3.2 Use such advice to formulate recommendations;
- 3.4 Not be obliged to make use of such advice.
 - The OUSA Constitutional Review Committee must comply with:
 - 3.4.1 Constitution and Rules of the Otago University Students' Association Incorporated
 - 3.4.2 Executive Sub-Committee Policy
 - 3.4.3 Standing Orders



Education Committee Terms of Reference

Category	Terms of Reference
Version	6
First ratified	September 2000
Last ratified	June 2016
Review date	1 March 2019

Related Policies and Documents: Executive Sub-Committee Policy.

1. Purpose

- 1.1. The Otago University Students' Association (OUSA) represents its members on issues to do with education in the tertiary sector, specifically issues of teaching, learning, research, assessment and lifelong learning at the local University of Otago campus level.
- 1.2. In order to make representation, lobbying and campaigning as efficient and informed as possible, OUSA has an Education Committee.

2. Membership

- 2.1. The Membership of the committee shall consist of:
 - 2.1.1. The President;
 - 2.1.2. The Education Officer (Chair);
 - 2.1.3. The Postgraduate Officer;
 - 2.1.4. A Divisional Representative from each academic division of the University of Otago appointed by the Education Officer;
 - 2.1.5. At least one student in their first year of studies at the University of Otago who does not hold any other position on the committee; and;
 - 2.1.6. Any other person(s) appointed by the Executive or co-opted by the Education Committee.
- 2.2. In addition to membership on this committee, the Divisional Representatives will also:
 - 2.2.1. Sit on the Divisional Boards of their Division; and;
 - 2.2.2. Assist the Education Officer with academic issues related to their division.

3. Terms of Reference

- 3.1. The Education Committee shall;
 - 3.1.1. Work to complete goals set forth by the Education Officer;
 - 3.1.2. Report to the Executive on these goals and actions;
 - 3.1.3. Receive reports from OUSA representatives who sit on education-related committees;
 - 3.1.4. Receive reports from the Class Representative Coordinator quarterly, or as need arises.
 - 3.1.5. Receive reports from Student Support on academic issues quarterly, or as need arises.

- 3.1.6. Receive updates from the Education Officer, Divisional Board Representatives, and any OUSA education campaigns;
- 3.1.7. Make recommendations to the Executive regarding OUSA's education policies;
- 3.1.8. Meet at least once a month and report to the Executive after each meeting;

4. Education Related Committees

- 1.1. Senate;
- 1.2. Standing Committee of Senate;
- 1.3. Library Liaison Committee;
- 1.4. Library Services Committee;
- 1.5. Lecture and Exam Timetables Committee;
- 1.6. Board of Undergraduate Studies;
- 1.7. Board of Graduate Studies;
- 1.8. The Divisional Boards;
- 1.9. Committee for the Advancement of Learning and Teaching;
- 1.10. Summer School and Continuing Education Board;
- 1.11. Health Science First Year Strategic Management Committee;
- 1.12. Otago Teaching Awards Panel;
- 1.13. Quality Advancement Committee;
- 1.14. Technology Enhanced Learning and Teaching Committee;
- 1.15. Working Party on Interdivisional Undergraduate Degrees;
- 1.16. Computer Based Examinations Working Group;
- 1.17. Learning Advisory Board;
- 1.18. Any other education-related committees.



Elections Campaign Subcommittee Terms of Reference

Category	Terms of Reference
Version	1
First ratified	11 April 2016
Last ratified	11 April 2016
Review date	1 February 2019

Related Policies and Documents: Executive Sub-Committee Policy.

1. Purpose

- 1.2 The OUSA Election Campaign Sub-Committee will:
- 1.2.1 Be the main organising body for OUSA during local body and national election periods;
 - 1.2.2 Organise and promote efforts to increase enrolment and voter turnout during local body and national elections;
 - 1.2.3 Convene only during years where there is a local body election, or an expected general election; and meet at least fortnightly during that time.

2. Membership

- 2.3 The membership of the committee shall consist of:
- 2.3.1 OUSA Campaigns Officer (Chair)
 - 2.3.2 OUSA President (Ex-Officio)
 - 2.3.3 OUSA Administrative Vice President
 - 2.3.4 OUSA Communications Manager
 - 2.3.5 OUSA Events Manager
 - 2.3.6 Any other OUSA member or person appointed by the OUSA Executive or co-opted by the Committee

3. Terms of Reference

- 3.1 The OUSA Election Campaign Sub-Committee shall:
- 3.1.1 Produce a detailed campaign plan to the Executive for approval before commencing any campaign activities.
 - 3.1.2 Implement best-practice campaign techniques by conducting research, utilising existing research and engaging experts in relevant fields.
 - 3.1.3 Abide by New Zealand electoral, and electoral finance laws and meet all requirements under these acts.

- 3.2 During elections the Committee may:
 - 3.2.1 Support candidates who promote student friendly policy;
 - 3.2.2 Work to increase student enrolment and turnout in elections;
 - 3.2.3 Organise events and projects to facilitate local and national democracy
- 3.3 The Committee may have control over a budget line allocated by the Executive
 - 3.3.1 The Committee shall keep a detailed and regularly updated budget
 - 3.3.2 Fiscal responsibility for this line will rest with the Executive
- 3.4 The Election Campaign Sub-Committee must comply with:
 - 3.4.1 Executive Sub-Committee Policy
 - 3.4.2 Standing Orders



Honorarium Review Terms of Reference

Category	Terms of Reference
Version	1
First ratified	2017
Last ratified	2017
Review date	1 February 2019

Related Policies and Documents: Executive Sub-Committee Policy.

1. Purpose

- 1.1 This document establishes a Working Party to review OUSA Executive honorarium.
- 1.2 The Working Party shall produce a report, with recommendations for the purpose of improving the OUSA Executive honorarium framework.
- 1.3 The Working Party will adopt best practice, and follow an open and transparent process in conducting this review.

2. Terms of reference

- 2.1 The review will look at the following matters only:
- 2.2 The Executive reporting process, including the review period, the process for evaluating Executive performance, and the payment of honorarium at the conclusion of the reporting period;
- 2.3 Employment law implications of paying OUSA Executive members an honorarium, assessing performance, and withholding pay.
- 2.4 How payments to OUSA Executive members are structured, and comparing to other bodies where elected officials are paid.
- 2.5 The rate of OUSA Executive honorarium, and comparing this to similar organisations in New Zealand

3. Working Party membership

- 3.1 Upon adopting this policy, the Executive shall appoint members to the working party. Membership shall comprise:
 - 3.1.1 Three (3) current Executive members
 - 3.1.2 One (1) past Executive member
 - 3.1.3 Two (2) individual from within the wider Dunedin community, preferably with Director experience
 - 3.1.4 Up to two (2) other people

4. Reporting recommendations

- 4.1 The Working Party will submit a report, and list of recommendations to the OUSA Executive on, or before the 8th August 2017
- 4.2 Upon the submission of the report and associated recommendations, the Working Party shall dissolve and discontinue work.

5. Budget

- 5.1 The Working Party may have control over a budget line allocated by the Executive.
 - 5.1.1 The Committee shall keep a detailed and regularly updated budget.
 - 5.1.2 Fiscal responsibility for this line will rest with the Executive.



International Committee Terms of Reference

Category	Terms of Reference
Version	1
First ratified	April 2016
Last ratified	April 2016
Review date	1 March 2019

Related Policies and Documents: Executive Sub-Committee Policy, OUSA Affiliation Policy and The Constitution and Rules of the Otago University

1. Purpose

- 1.1 The Otago University Students' Association (OUSA) International Committee is an OUSA Executive sub-committee that supports international students attending Otago University and promotes international culture on the Otago University campus.
- 1.2 The OUSA International Committee will work with the OUSA International Students Officer to inform them about any issues related to international students and OUSA affiliated International Cultural Clubs.
- 1.3 The International Committee will support the OUSA Executive and the affiliated International Cultural Clubs to run significant International Cultural Events.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
ISO means the OUSA International Students Officer (ISO)
ICOM means **International Committee**.
International Cultural Club means an OUSA affiliated club that has an interest in representing students from an international background.

3. Composition

- 3.1 ICOM shall consist of:
 - 3.1.1 The ISO who will be the Chairperson of the Committee;
 - 3.1.2 The President of each International Cultural Club;

- 3.1.3 Any other OUSA member or other person appointed by the Executive or co-opted by the International Committee.
- 3.2 If the ISO position is vacant the Committee shall appoint an Acting Chairperson on the advice and consent of the OUSA Executive.
 - 3.2.1 The appointed Acting Chairperson must be a member of an International Cultural Club and shall only hold one post, and must not have a concurrent role either as part of the OUSA Executive or in any of the other OUSA club or society.
 - 3.2.2 At the first meeting of each year the Committee shall hold an Annual General Meeting (AGM) to elect the Executive of the Committee. The roles elected shall be two Vice Chairpeople, a Secretary, a Treasurer and two General Executive members.
- 3.3 The Committee shall write and maintain role descriptions for the Chairperson, Vice Chairpeople, Secretary, Treasurer and General Executive members. Up to date role descriptions will be held by the ISO.
- 3.4 In the event of a vacancy on the Executive of the Committee, the Committee will co-opt, without delay, a member of an International Cultural Club to fill the vacant role.

1. Reporting

- 1.1. The Committee will report monthly to the Executive, and more frequently if required.
 - 1.1.1. Notice of such meeting shall be provided at least ten (10) working days in advance to the OUSA International Cultural Clubs.
- 1.2. Minutes shall be taken at each Committee meeting and presented to the next available Executive meeting.

2. Terms of Reference

- 2.1. ICOM shall be involved in the organisation and provide advice on OUSA cultural events.
- 2.2. ICOM may have control over a budget line if one is allocated by the OUSA Executive.
 - 2.2.1. The Committee shall keep a detailed and regularly updated budget.
 - 2.2.2. Fiscal responsibility for this line will rest with the OUSA Executive.
 - 2.2.3. The ISO will present the Executive of the Committee with the International budget at each meeting. If the ISO position is vacant, this responsibility will rest with the OUSA Finance Officer.
- 2.3. ICOM shall be the liaison point between international students, OUSA, and the University.
- 2.4. ICOM may consider and make recommendations on any matter related to international students and any International Cultural Club to the OUSA Executive.



OUSA Elections Review Committee Terms of Reference

Category	Terms of Reference
Version	1
First ratified	February 2018
Last ratified	February 2018
Review date	1 March 2019

Related Policies and Documents: Executive Sub-Committee Policy and Appointments Policy.

1. Purpose

- 1.1 The OUSA Elections Review Committee will:
- 1.1.1 Review the systems and process of OUSA Elections;
 - 1.1.2 Review all relevant policy and any relevant sections in the OUSA Constitution;
 - 1.1.3 Recommend any amendments of any relevant policy and the OUSA Constitution to the OUSA Policy Committee;
 - 1.1.4 Convene and dissolve only when the Executive deem it appropriate.

2. Membership

- 2.1 The membership of the Committee shall consist of:
- 2.1.1 The Chair, who shall be appointed by the Committee;
 - 2.1.2 OUSA Postgraduate Officer;
 - 2.1.3 OUSA International Officer;
 - 2.1.4 OUSA Welfare Officer;
 - 2.1.5 Where possible, at least two (2) members, who are not current Executive Officers, who were candidates in the most recent OUSA election;
 - 2.1.6 Any other two (2) OUSA Executive Officers;
 - 2.1.7 Any other OUSA members or persons appointed by the OUSA Executive or co-opted by the Committee.

3. Terms of Reference

- 3.1 The OUSA Elections Review Committee shall:
- 3.1.1 Undertake a systematic review of the systems and processes of the OUSA Elections;
 - 3.1.2 Review all relevant policy, including but not limited to, the OUSA Elections Policy and the OUSA Elections Rules;
 - 3.1.3 Review all relevant sections in the OUSA Constitution;

- 3.1.4 Take into consideration the Returning Officer's OUSA Election report from the most recent election;
 - 3.1.5 In 2018, recommend a robust system of Alternative Vote to the OUSA Policy Committee;
 - 3.1.6 Draft any recommended amendments and present them to the OUSA Policy Committee.
- 3.2 The OUSA Elections Review Committee may:
 - 3.2.1 Recommend a change in voting system or method;
 - 3.2.2 Use previous Returning Officer's reports to make recommendations;
 - 3.2.3 Be limited only to making recommendations within the scope of OUSA Elections.
- 3.3 The Constitutional Review Committee must comply with:
 - 3.3.1 Standing Orders;
 - 3.3.2 Executive Sub-Committee Policy.



Policy Committee Terms of Reference

Category	Terms of Reference
Version	5
First ratified	October 2009
Last ratified	March 2018
Review date	April 2020

Related Policies and Documents: Executive Sub-Committee Policy, , Constitution and Rules of the Otago University Students' Association Incorporated, The OUSA Internal Policy Booklet, The OUSA External Policy Booklet, The OUSA Policy Development Protocol, The OUSA Internal Policy Template, The OUSA Terms of Reference Template, OUSA Policy Implementation Guidelines.

1. Purpose

- 1.1. The Otago University Students' Association Incorporated ('OUSA'), in accordance with section 11.2 of the OUSA Constitution, delegates the setting of OUSA internal policy to the OUSA Executive.
- 1.2. OUSA recognises that consistency is required in the setting of reviewing of internal policy.
- 1.3. To this end, OUSA has established the Policy Committee ('the Committee') to draft internal policy, review internal policy, and to provide recommendations thereon to the OUSA Executive.
- 1.4. From time to time, the need may arise for advice on the wording of Constitutional amendments or proposed external policy motions, or the wording of submissions to external bodies.
- 1.5. To this end, the Committee also exists to provide advice, on request.

2. Interpretation

- 2.1. In this policy, unless the context otherwise requires –
 - Advice** means a non-binding opinion on a proposed course of action.
 - Association** means the Otago University Students' Association Incorporated.
 - Committee** means the Policy Committee established and governed by this Terms of Reference.
 - Constitution** means the Constitution and Rules of the Otago University Students' Association Incorporated.
 - Executive** means the governing board of the Association.
 - External body** means any organisation other than the Association.
 - External policy** means any Association policy not governed by section 11.2 of the Constitution.
 - Chief Executive Officer** means the person employed in this position by the Executive.
 - Internal policy** means any policy governed by section 11.2 of the Constitution, including OUSA Terms of Reference.
 - Policy** means the rules governing the procedures, functions, or stances of the Association. **Policy Development Protocol** refers to the Policy named as such, which governs the creation and maintenance of policy.

Recommendation means the suggestion or endorsement of a proposed course of action

3. Membership

- 3.1. Membership of the OUSA Policy Committee shall consist of:
 - 3.1.1. The OUSA Administrative Vice-President, who shall act as chairman of the Committee;
 - 3.1.2. The OUSA President;
 - 3.1.3. The OUSA Finance Officer;
 - 3.1.4. The OUSA Chief Executive Officer;
 - 3.1.5. Any interested members of the OUSA Executive who shall be voted onto the Committee by general resolution of the Executive;
 - 3.1.6. Any other OUSA Members or staff who may be co-opted by the Committee.

4. Terms of Reference

- 4.1. The Committee shall conduct its business in accordance with the Policy Development Protocol.
- 4.2. The Committee shall look at the formatting of internal policies and draft recommendations that align this formatting with that of OUSA branding in general.
- 4.3. The Committee shall undertake systematic review of internal policies currently ratified. If, during this review, the Committee feels that internal policies need to be amended, it will propose such amendments as it sees fit.
- 4.4. The Committee shall draft new internal policies as it believes are necessary for the smooth running of OUSA.
- 4.5. The Committee members shall actively seek input from Department Managers as to policies that those staff members believe need amending or creating to facilitate functioning in their departments.
- 4.6. The Committee members shall actively consult with the OUSA Secretary on a regular basis.
- 4.7. All internal policy shall pass through the Committee before being taken to the Executive.
- 4.8. The Committee shall not ratify any policies but may recommend internal policies for the Executive to ratify.
- 4.9. Without limiting or interfering with the power of the Student Body to amend the OUSA Constitution under section 8 of the OUSA Constitution, the Committee, at the request of any member of the Association, may provide advice on the wording of proposed Constitutional changes.
- 4.10. Without limiting or interfering with the power of the Student Body's power to set external policy under section 11 of the OUSA Constitution, the Committee, at the request of any member of the Association, may provide advice on the wording of proposed external policies.
- 4.11. Upon request of the individual making the submission, the Committee may provide advice on the wording of submissions to external bodies.
- 4.12. Any advice provided under sections 4.9, 4.10, or 4.11 of this policy shall not take the form of a recommendation.



Postgraduate Committee Terms of Reference

Category	Terms of Reference
Version	1
First ratified	October 2018
Last ratified	October 2018
Review date	June 2019

Related Policies: Appointments Policy and Executive Subcommittee Policy.

1. Purpose

- 1.1. The OUSA Postgraduate Committee exists to:
- 1.1.1. Provide postgraduate students with an opportunity to voice their concerns and communicate directly with OUSA;
 - 1.1.2. Make OUSA's representation, lobbying and campaigning on postgraduate issues as efficient and informed as possible; and
 - 1.1.3. Make recommendations to the OUSA Executive regarding postgraduate issues.

2. Membership

- 2.1. The membership of the committee shall consist of:
- 2.1.1. The Postgraduate Officer, who shall be the chairperson;
 - 2.1.2. The OUSA President;
 - 2.1.3. The OUSA Education Officer;
 - 2.1.4. The OUSA Welfare Officer;
 - 2.1.5. A representative from Te Roopū Māori;
 - 2.1.6. At least four (4) postgraduate students, including one from each academic division; and
 - 2.1.7. Where possible, a representative from an affiliated postgraduate body

3. Terms of Reference

- 3.1. The OUSA Postgraduate Committee shall:
- 3.1.1. Make recommendations to the Executive regarding issues that directly affect postgraduate students;
 - 3.1.2. Seek information about education and welfare matters of concern from as many different postgraduate student viewpoints as possible;

- 3.1.3. Seek information about ways to support groups which empower postgraduate students or provide benefits to postgraduate students; and
- 3.1.4. Meet at least once a month, or more regularly if necessary, and formally report to the Executive after each meeting.



Student General Meeting Engagement Committee

Terms of Reference

Category Terms of Reference
Version 1
First ratified May 2010
Last ratified May 2019
Review date 1 March 2020

Related Policies and Documents: Executive Sub-Committee Policy.

1. Purpose

- 1.1. The Otago University Students' Association (OUSA) is accountable to its members (the Student Body) through Student General Meetings.
- 1.2. At Student General Meetings, the Student Body may:
 - 1.2.1. Amend the rules of the constitution;
 - 1.2.2. Remove Executive Officers through a motion of no confidence;
 - 1.2.3. Expel a member of the Association;
 - 1.2.4. Validate breaches of the Rules of the Association, in accordance with the Rules; and
 - 1.2.5. Remedy breaches of the Rules of the Association, in accordance with the Rules.
- 1.3. The quorum for a Student General Meeting is 0.5% of the membership of the Association. In order for the Student Body to be able exercise its powers, it is vital that quorum of Student General Meetings is met.
- 1.4. In order to ensure that quorum of Student General Meetings is met and that genuine engagement with Student General Meetings occurs, OUSA has the Student General Meeting Engagement Committee.

2. Membership

- 2.1. The Membership of the committee shall consist of:
 - 2.1.1. The President;
 - 2.1.2. The Administrative Vice-President;
 - 2.1.3. The Education Officer;
 - 2.1.4. The Campaigns Officer;
 - 2.1.5. The OUSA Secretary;
 - 2.1.6. Any other person(s) appointed by the Executive or co-opted by the Student General Meeting Engagement Committee.

3. Terms of Reference

- 3.1. The Student General Meeting Engagement Committee shall:
- 3.1.1. Determine methods to meet quorum and increase genuine engagement with Student General Meetings;
 - 3.1.2. Assist the Administrative Vice-President in planning and organising Student General Meetings;
 - 3.1.3. Report to the Executive on planned methods of engagement and actions.

4. Timeframe

- 4.1. The Student General Meeting Engagement Committee will meet up until the Student General Meeting Engagement Committee believes that the Student Body engages with Student General Meetings to an adequate degree, or when the Executive determines the Committee is no longer necessary.



Welfare Committee Terms of Reference

Category	Terms of Reference
Version	5
First ratified	September 2000
Last ratified	April 2016
Review date	April 2020

Related Policies and Documents: Executive Sub-Committee Policy and The Constitution and Rules of the Otago University Students' Association Incorporated.

1. Purpose

- 1.1. The OUSA Welfare Sub-Committee exists to:
 - 1.1.1. Advance and advocate for students' welfare;
 - 1.1.2. Make OUSA's representation, lobbying and campaigning on welfare issues as efficient and informed as possible; and
 - 1.1.3. Make recommendations to the Executive on welfare related issues.

2. Membership

- 2.1. The membership of the committee shall consist of:
 - 2.1.1. The Welfare Officer (Chair);
 - 2.1.2. The President (Ex-Officio);
 - 2.1.3. A Te Roopu Maori Representative;
 - 2.1.4. At least one (1) other OUSA Executive Officer;
 - 2.1.5. Four (4) General Student representatives as appointed by the OUSA Executive;
 - 2.1.6. Any other OUSA member or other person appointed by the Executive or co-opted by the Welfare Committee;
 - 2.1.7. Manager of the Student Support Centre or a delegated Student Support Centre representative; and
 - 2.1.8. The Welfare Officer elect, where such person exists.

3. Terms of Reference

3.1. The OUSA Welfare Committee shall:

- 3.1.1. Seek reports from those representatives who sit in on any welfare-related University committees;
- 3.1.2. Receive updates from the Welfare Officer, the Queer Support Coordinator, the Student Support Manager, and from any representatives of OUSA welfare campaigns;
- 3.1.3. Make recommendations to the Executive regarding OUSA's welfare policies;
- 3.1.4. Seek information about welfare matters of concern from as many different student viewpoints as possible, and try to address and solve these issues;
- 3.1.5. Meet at least once a month or more regularly if necessary and formally report to the Executive after each meeting; and
- 3.1.6. Normally have the Secretary appointed at the prior meeting.

3.2. The OUSA Welfare Committee must comply with:

- 3.2.1. Executive Sub-Committee Policy
- 3.2.2. Standing Orders.

EXECUTIVE



Appointments Policy

Category	Executive
Version	1
First ratified	04 July 2018
Last ratified	04 July 2018
Review date	04 July 2019

Note: This policy outlines the procedures for appointing members to boards and committees. This policy replaces the Appointing Representative to University Committees Policy, the Postgraduate Student Representative Policy, and the Directors Policy.

1. Purpose

- 1.1. To ensure quality representation of student and OUSA interests on internal and external committees, and Boards.

2. Committee Appointments

- 2.1. All appointments must be carried out by a motion of the Executive which includes:
 - 2.1.1 The name of the individual to be appointed;
 - 2.1.2 The Committee/Board to which they are appointed;
 - 2.1.3 The term of appointment; and
 - 2.1.4 Any conditions of the appointment.
- 2.2. Executive Officers may nominate themselves or someone else for a position on a committee.
- 2.3. Where two or more Executive Officers seek the same position, the Executive will conduct a vote to decide who will sit on a committee.
- 2.4. Vacant positions may be promoted to the wider student body for voluntary applications where:
 - 2.4.1 No Executive Officer wishes to fill the position; or
 - 2.4.2 The Executive wishes to do so.

3. Committee Requirements

- 3.1. Committee representatives should receive training on meeting procedure, and the University and OUSA structures they will encounter.

- 3.2. Current committee representatives should, where possible, work with incoming representative(s) at the end of their term to help familiarise the incoming representative(s) with the particular issues and style of the committee.
- 3.3. All OUSA Executive led committees must comply with the Terms of Reference.
- 3.4. If an OUSA Executive member ceases to hold office, their committee role is forfeited

4. Appointment of Directors

- 4.1. All appointments will be made subject to the appointments provision in 2.1 of this policy, unless stated otherwise in this section.
- 4.2. The Executive will appoint two Directors to University Union Limited, usually the CEO and the President.
- 4.3. Appointments to the Board of the University Union Limited may be made for multiple terms.
- 4.4. The President, Administrative Vice President and Chief Executive Officer will recommend the appointment of external Directors of the University Bookshop (Otago) Limited, for approval by the Executive.
- 4.5. The Executive will appoint one internal Director to University Bookshop (Otago) Limited, usually the President.
- 4.6. Internal Directors must report to the OUSA Executive on Board matters, having regard to commercial sensitivity or other confidentiality issues.



The University of Otago Blues & Golds Awards Policy

Category	Procedural
Version	1
First ratified	1 August 2018
Last ratified	1 August 2018
Review date	1 August 2019

Note: This policy replaces and combines the University of Otago Blues Policy and the University of Otago Golds Policy.

Related Policies: The University of Otago Blues & Golds Terms of Reference, the Appointments Policy, and the OUSA Affiliation Policy.

1. Purpose

- 1.1. The purpose is to uphold the value and prestige of the awards listed in this policy when making recommendations to the OUSA Executive.

2. The Awards

- 2.1. The panel shall consider all nominations received for the following awards:
 - 2.1.1. University of Otago Blue;
 - 2.1.2. University of Otago Gold;
 - 2.1.3. University of Otago Sportswoman of the Year;
 - 2.1.4. University of Otago Sportsman of the Year;
 - 2.1.5. University of Otago Māori Sportsperson of the Year;
 - 2.1.6. University of Otago Graduates' Association Outstanding Contribution to Arts and Culture;
 - 2.1.7. OUSA Silver Service;
 - 2.1.8. OUSA Coach of the Year;
 - 2.1.9. OUSA Sports Club of the Year;
 - 2.1.10. OUSA Society of the Year;
 - 2.1.11. OUSA Cultural Society of Year;

- 2.1.12. Any other awards approved by the OUSA Executive.
- 2.2. The panel shall make recommendations to the OUSA Executive on the awards.

3. Nominations

- 3.1. All nominations shall be submitted in writing through the provided online nomination form to the CDO within the specified time period.
- 3.2. The CDO shall set the nomination time period as they see fit.
- 3.3. Individuals may be nominated or nominate themselves for an award.
- 3.4. Clubs and Societies may be nominated or nominate themselves for an award.

4. Eligibility

- 4.1. The achievements of the individual, club or society being nominated must have taken place in the 12 months following the 1st of August of the previous year.
- 4.2. For any individual to be eligible for any award, they must have been an OUSA member during the qualifying period, with the exception of OUSA Coach of the Year Award.
- 4.3. For any club or society to be eligible for any award, they must have met the requirements for affiliation in that year.

5. Standards

- 5.1. In arriving at a standard for the University of Otago Blue Award and the University of Otago Gold Award, the panel shall consider the regional standard for that sport or cultural area.
- 5.2. Should the panel be left in reasonable doubt as to whether a nominee satisfies the required standard for any award, the panel shall not recommend an award to the Executive.

6. Awards and Records

- 6.1. All of the awards shall be awarded once every year.
- 6.2. The panel shall have discretion in recommending awards.
- 6.3. The panel may refuse to recommend an award to any individual, club or society even if they have met the criteria for the particular award.
- 6.4. The OUSA Executive reserves the right to strip any holder of any Otago University Blues and Golds awards.
- 6.5. Each recipient of an award shall receive a certificate which shall specify the name of each recipient, the type of award, and the year which the award was given.
- 6.6. The CDO shall keep a record of all University of Otago Blues and Golds awards which shall specify the name of each recipient, the name of each recipient, the type of award, and the year which the award was given.



Elections Policy

Category	Executive
Version	10
First ratified	7 September 2000
Last ratified	29 August 2018
Review date	1 March 2019

Note: This policy combines the OUSA Elections Policy and Elections Rules.

Related Policies and Documents: The OUSA Constitution, Candidates' Information Sheet, Executive Nomination Form, Returning Officer's Job Description, Returning Officer's Election Report, Candidates' Financial Return Form.

1. Purpose

- 1.1 The purpose of this policy is to ensure that the Otago University Students' Association (OUSA) elections are carried out in a fair, efficient and democratic manner, while encouraging maximum participation amongst members
- 1.2 OUSA recognises that freedom of speech and expression are a guaranteed part of fair and democratic elections, but will ensure all elections are free from harassment, intimidation or abuse and are conducted in a manner free from undue influence.
- 1.3 Nothing in this policy will contradict the OUSA Constitution, nor will any person or persons subject to this policy act in a manner which is inconsistent with the OUSA Constitution.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
 - By lot** means the use of objects in making a choice at random.
 - Campaign period** means the period of campaigning from the closing of nominations to the close of voting.
 - Campaigning** means the process of actively or passively promoting a candidate standing for election on the OUSA Executive. This includes any attempt to persuade voters to vote or not vote for a particular candidate.
 - Ticket** means a number of people (two or more) representing a particular brand/political party/shared platform in an election.

Casual vacancy means the situation where any executive position is currently unoccupied, or where there is no person elected to fill a position following any election.

Polling booth means any physical or electronic device made available for the express purposes of voting.

Voting period means the time during which voters are able to cast ordinary votes.

Working day means any day except –

- a) Saturday, a Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, and Waitangi Day;
- b) Semester holidays prescribed in the University calendar.

Part A: Procedure

3. Position Specifics

The Returning Officer

- 3.1 Before the opening of nominations, the Secretary will appoint a Returning Officer to oversee the promotion and running of the election.
- 3.2 Within twenty (20) working days after the close of voting, the Returning Officer must report to the OUSA Executive on the conduct of candidates' election campaigns, the running of the election, improvements to the electoral process and any other matter pertinent to the elections as they see fit.
- 3.3 The Returning Officer will hold their position until the Executive has received their election report.
- 3.4 In the event that no Returning Officer is appointed, or that the Returning Officer vacates the position, is absent or incapacitated, the Secretary shall hold the position of the Returning Officer until they appoint a new Returning Officer.
- 3.5 The Returning Officer must:
 - 3.5.1 Carry out such duties as described in the OUSA Returning Officer's job description and the OUSA Constitution and Rules; and
 - 3.5.2 Be available to candidates and members of OUSA to answer questions on the OUSA Rules or organisation of the election.
- 3.6 Shortly after the close of nominations, the Returning Officer must organise a meeting of all candidates to explain the OUSA Election Rules of the election and answer any questions they might have.
- 3.7 The Returning Officer must do all things necessary, expedient or advisable in their opinion for the proper, fair and democratic conduct of the election

The OUSA Executive

- 3.8 The Executive must assist the Returning Officer, as needed and where appropriate, to ensure the elections are conducted in a proper, fair and democratic manner.
- 3.9 The Executive must actively promote the election except if they are a candidate.
- 3.10 The Executive must exercise its authority under this policy and the OUSA Constitution in a manner that upholds the integrity and reputation of OUSA and is consistent with the principles on which this policy is based.
- 3.11 The Executive must open nominations for the following year's Executive positions by Executive motion, taking into account:
 - 3.11.1 The need to make as many students as possible aware that nominations are open;
 - 3.11.2 The influence that the nominations have on the timing of the election; and
 - 3.11.3 The requirement that the OUSA election be in the second semester.
- 3.12 The Executive must set dates for the OUSA election to be held in the second semester of each year, taking into account:

- 3.12.1 The need to train and inform the incoming Executive;
- 3.12.2 The length of time needed to prepare for the election;
- 3.12.3 The stress placed on candidates and staff by a prolonged election period;
- 3.12.4 The desirability of holding the election away from a University examination period;
and
- 3.12.5 The timing of other significant events which may lower the profile of the election.

The Secretary

- 3.13 In the event that no Secretary has been appointed or the Secretary vacates their position, is absent or incapacitated, the Chief Executive Officer will, as soon as possible, appoint an individual for the purposes of temporarily carrying out the Secretary's election duties under this policy until such time as a Secretary resumes their role.
- 3.14 The Secretary must, in conjunction with the Returning Officer, ensure that the OUSA Candidates' Information Sheet and OUSA Executive Nomination Form are updated as necessary and that sufficient copies have been made.
- 3.15 The Secretary must post a notice calling for nominations for the Executive and disseminate the notice in such media as they see fit
- 3.16 This notice must specify a date not earlier than five (5) working days from the posting of the notice by which time all nominations must be delivered to the Secretary
- 3.17 The Secretary must receive the nominations for the Executive and ensure that arrangements are made for their receipt if the candidate is not available in person.
- 3.18 Upon receipt of the nomination form the Secretary will ensure that:
 - 3.18.1 The candidate is eligible to stand;
 - 3.18.2 The nominator is eligible to nominate;
 - 3.18.3 The seconder is eligible to second; and
 - 3.18.4 All other details of the form are properly filled out.
- 3.19 If the requirements under clause 3.18 are not met, the Secretary must notify the nominee of this fact.
- 3.20 The Secretary may not refuse to accept a nomination for any reason other than form or eligibility.
- 3.21 Where the Secretary refuses to accept a nomination they must within two (2) working days make the nominee aware of their right to appeal to the Executive
- 3.22 Upon the closing of the nominations, the Secretary must:
 - 3.22.1 Within 24 hours provide the Returning Officer with a list of names of the members duly nominated for each office; and
 - 3.22.2 Within 24 hours post a notice stating the names of the candidates for each position, their nominators and seconders, and distribute the notice in such media as they see fit.
- 3.23 Where the Secretary has accepted a nomination it can be appealed to the Returning Officer within 24 hours as per 36.8 of the Constitution.
- 3.24 Within 24 hours of the release of the election results, the Secretary shall post a notice stating:
 - 3.24.1 The names of the successful candidates for each position;
 - 3.24.2 The number of valid votes cast for each candidate;
 - 3.24.3 The number of no confidence votes cast for candidates in each position;
 - 3.24.4 The number of abstained voters for each position; and
 - 3.24.5 The number of invalid votes cast for each position.

4. Candidates

- 4.1 Candidates must declare tickets on their nomination form for purposes of:
 - 4.1.1 Making a list of tickets available to student media; and
 - 4.1.2 Give effect to any other provisions in the OUSA Elections Policy
- 4.2 When they submit their nomination forms, candidates must each receive a copy of the Elections Policy from the Secretary, a Candidate's Information Sheet.
- 4.3 Candidates must sign all required forms as deemed necessary by the Returning Officer confirming that they have read this policy and agree to abide by it.

- 4.4 Failure to receive the policy will not invalidate the nomination or the application of the Rules to the candidate.
- 4.5 Where a candidate wishes to withdraw from an election they must deliver a signed written withdrawal to the Secretary, and such withdrawal will be accepted as final.

5. Electioneering

Voting

- 5.1 The Returning Officer must ensure that the voting system is able to:
 - 5.1.1 Meet the specifications and requirements laid down in the OUSA Constitution;
 - 5.1.2 Ensure that only OUSA members vote and that each member is only able to vote once; and
 - 5.1.3 Provide for special votes for candidates and other unable to vote during the election period.
- 5.2 The Returning Officer must rule on whether to disallow votes not submitted in the specified manner or that are not sufficiently clear.
- 5.3 The Returning Officer has the sole discretion to allow the entry of a vote where a member believes that their name has wrongly been recorded as having already voted.
- 5.4 In all elections, on the ballot there must be, in each position, an option to vote 'no confidence' in the candidates.
- 5.5 The names of the candidates in each position must be placed on the ballot in a random order.

Advertising

- 5.6 The Secretary must seek permission for the publication of candidate blurbs in Critic on terms as close as possible to those spelt out in this policy:
 - 5.6.1 Candidate blurbs for presidential candidates must be no more than 150 words in length and candidate blurbs for all other candidates must be no more than 100 words in length.
 - 5.6.2 All candidate blurbs and photographs must be received by Critic by the deadline set by the Secretary, taking into consideration Critic publishing deadlines.
 - 5.6.3 Candidates may have one blurb for each position they are standing for.
 - 5.6.4 The Secretary must ensure that candidate blurbs are available at polling booths and on the OUSA website during the election period for voters to read.
 - 5.6.5 Candidate blurbs must not contain material that constitutes harassment, intimidation or abuse.
- 5.7 The Secretary will seek permission from the University to distribute an email to OUSA members advertising the election on terms as close as possible to those spelt out in this policy:
 - 5.7.1 Any such email must be brief, must not include any attached files, and must be solely for the purpose of advertising the election.
 - 5.7.2 Any such email must specify the dates, times and locations for voting.

6. Complaints and Breaches

Complaints process

- 6.1 Any candidate or member of OUSA may make a complaint to the Returning Officer alleging a breach of the OUSA Election Rules by a candidate.
- 6.2 When examining an alleged breach of the OUSA Election Rules, the Returning Officer must consider the principles of natural justice and will carry out a full, fair and impartial investigation.
- 6.3 Where notice of a complaint has been given to the Returning Officer they must announce all affected results as provisional until the complaint and any subsequent appeals have been dealt with.
- 6.4 Where the Returning Officer believes, on reasonable grounds, that the actions of an individual may be attributed to a candidate, they may consider the breach as if the candidate had committed it

- 6.5 Where the Returning Officer believes, on reasonable grounds, that the complaint is frivolous, they may make a decision to dismiss the complaint out of hand.
- 6.6 When examining an alleged breach of the OUSA Election Rules, the Returning Officer may examine any conduct within the campaigning period relating to the election, regardless of whether that conduct occurred before or after the complaint.
- 6.7 The Returning Officer must take all reasonable steps to inform the candidate to whom the complaint relates, and where appropriate any other party to the breach, of the complaint and allow not less than 24 hours for the candidate to prepare their response.
- 6.8 Upon upholding a complaint, the Returning Officer may impose such restriction, limitation or penalty, including disqualification, as they think appropriate, taking into account:
 - 6.8.1 The seriousness of the breach;
 - 6.8.2 The potential or actual effect the alleged breach may have or has had on the outcome of the election;
 - 6.8.3 The intention of the candidate in committing the breach; and
 - 6.8.4 Repeated breaches of the OUSA Election Rules by a candidate.
- 6.9 The Returning Officer may choose to impose such restriction, limitation, or penalty against an individual candidate, or ticket.
 - 6.9.1 Any such restriction, limitation, or penalty imposed against a candidate group will be notified to all members of that group
- 6.10 Without limiting the Returning Officer's discretion, disqualification may be appropriate in cases of:
 - 6.10.1 Damage to property, without permission of the owner; or
 - 6.10.2 Serious or repeated harassment, intimidation or abuse of any candidate, member or group of members of OUSA; or
 - 6.10.3 Any attempt to undermine the integrity of the election; or
 - 6.10.4 Serious or repeated disregard for the instructions of either the Returning Officer or the University and its officers.
- 6.11 In all circumstances, the Returning Officer must notify the candidate of and complainant of their right to appeal to the Executive.
- 6.12 The detail of the complaint and any candidate response must not be publically notified by the Returning Officer, the complainant or the candidate until after the complaint process and appeal process (if undertaken) are both concluded and determinations have been made.
- 6.13 In the event that the Returning Officer disqualifies any candidate in the election, and this is not appealed to the Executive, the candidate will be removed from the voting system and the results shall be re-produced.

Complaints Time Window

- 6.14 The Returning Officer must not investigate a breach of the OUSA Election Rules reported after the close of the voting period except where the allegation discloses facts that, if prove, would render the election result unsafe.
- 6.15 The Executive shall appoint an independent arbitrator, who must not be an ordinary member of OUSA, to resolve any appeal.
- 6.16 Decisions of the Returning Officer may be appealed to the Executive appointed independent arbitrator by any OUSA member.
- 6.17 No complaint of a breach of the OUSA Election Rules will be heard by the independent arbitrator until the Returning Officer has ruled on the issue.
- 6.18 Any appeal against a decision of the Returning Officer must be lodged with the Secretary within five (5) working days of the Returning Officer's decision.
- 6.19 All appeals must be in writing, disclose the grounds of the appeal and the evidence supporting the appeal.
- 6.20 The Secretary must notify the appeal to the person who is the subject of the complaint and provide them with appeal documents within two (2) working days of the appeal being lodged.
- 6.21 The Secretary must notify any parties to the appeal of the result of the appeal in writing as soon as reasonably possible after the independent arbitrator has considered the matter.
- 6.22 A decision of the independent arbitrator will be final and will bind the Executive.

- 6.23 The appeal, and any response to the appeal, must not be publically notified by the Secretary, Returning Officer, Executive, independent arbitrator or any party to the appeal until the appeal has been finally determined.

Appeals against the Secretary

- 6.24 Where the Secretary has for any reason refused to accept a nomination, an appeal by the refused person against such a refusal may be made to the Executive.
- 6.25 Any appeal must be delivered to the Secretary or President within twenty four hours after specific notice of such refusal.
- 6.25.1 If the appeal against the Secretary is made by the President, then the appeal must be delivered to any other members of the Executive.
- 6.26 The recipient of the appeal in clauses 6.25 or 6.25.1 must as soon as is reasonably possible notify the Executive of that appeal.
- 6.27 Any appeal must be in writing and state the grounds for the appeal.
- 6.28 Any list of nominations must be advertised as provisional where it is produced:
- 6.28.1 Before the period for lodging an appeal has expired; or
- 6.28.2 Before an appeal has been determined.

Recount

- 6.29 A demand for a recount must be delivered to the Secretary, in writing, within five (5) working days of the election result being released and must state fully the grounds upon which the demand is made.
- 6.30 The Executive will automatically grant a recount the first time that a candidate requests one.
- 6.31 No member of the Executive will vote on a demand for a recount in which they are interested.
- 6.32 The manner and form of any recount will be decided upon by the Executive in a manner consistent with the OUSA Constitution, and shall be conducted by the Returning Officer.
- 6.33 Any candidate may attend a recount.

Re-Election

- 6.34 A demand for a re-election must be delivered to the Secretary, in writing, within five (5) working days of the election result being released and must state fully the grounds upon which the demand is made.
- 6.35 Upon recommendation from the Returning Officer the Executive may, in response to a demand, hold a re-election if it is established to the Executive's satisfaction that:
- 6.35.1 Circumstances not attributable to a particular candidate have rendered the election result unsafe; or
- 6.35.2 The actions of a candidate or candidates have undermined the integrity of the electoral process in such a manner that the disqualification of those candidates would not sufficiently guarantee the safety of the election result.
- 6.36 Where the Executive is unable to reach the quorum to decide on a request for a re-election, the matter must be referred to the independent arbitrator.
- 6.36.1 A decision of an independent arbitrator will be final and will bind the Executive.
- 6.37 No member of the Executive will vote on a demand for a re-election in which they are interested.
- 6.38 The manner and form of any re-election will be such as may be decided upon by the Executive in a manner consistent with the OUSA Constitution, and shall be conducted by the Returning Officer.
- 6.39 Any re-election must be completed within fifteen (15) working days of the Executive motion directing it.
- 6.39.1 If a re-election is not completed within fifteen (15) working days the original result of the election will stand.
- 6.39.2 Any re-election must use the nominations as they stood on the final notice of nominations for the original election.

By-Elections

- 6.40 Where a casual vacancy exists, the Executive will set the date for a by-election by motion provided that it is satisfied that:
 - 6.40.1 Sufficient time remains to run an effective election;
 - 6.40.2 Any elected officer would serve for a reasonable length of time;
 - 6.40.3 The running of such an election would not be unduly expensive; and
 - 6.40.4 The running of such an election would not compromise the main OUSA election.
- 6.41 The Executive may run a by-election for the remainder of the year at the same time as the main OUSA election.
- 6.42 Where a by-election has not been carried out, the successful candidate in the election for the following year's Executive must not be appointed to the Executive until the following year alongside all other successful candidates.
- 6.43 In all other respected, a by-election will be run on the same terms as a normal election.

7. Tied elections

- 7.1 In accordance with clause 39.6 of the OUSA Constitution, where the existence of a tie prevents there being a highest polling candidate, the Returning Officer, in consultation with the Executive, is empowered to resolve the tie in a fair and timely manner.
- 7.2 The Returning Officer, in fulfilment of clause of this policy, may, with the approval of the Executive:
 - 7.2.1 Resolve the tie by lot.
 - 7.2.1.1 Any means of resolving the tie by lot must be acceptable to all the candidates involved in the tie.
 - 7.2.2 In accordance with clause 39.6 of the OUSA Constitution, extend a voting period, whether or not the voting period has closed.
 - 7.2.2.1 The duration of any voting period extension must be determined by the Executive on the advice of the Returning Officer.
 - 7.2.2.2 Only those eligible voters who did not cast a ballot during the initial voting period will be permitted to vote during a voting period extension.
 - 7.2.2.3 All candidates, including a no confidence option, will remain on the ballot during a voting period extension for the respective position.
- 7.3 If the Returning Officer does not resolve the tie, a casual vacancy shall be deemed to exist, and a by-election must be held.
- 7.4 No member of the Executive will vote on the resolution of a tied election in which they are interested.
- 7.5 Where a candidate receives the same number of votes as a no-confidence option, the tie shall be resolved in favour of the candidate.

Part B: Election Rules

8. Campaign conduct

- 8.1 Candidates must campaign in accordance with the OUSA Election Policy. Failure to do so may result in the Returning Officer taking action under Section 6 of this Policy.
- 8.2 Candidates must comply with the instructions of the Returning Officer and other election officials.
- 8.3 Candidates must comply with the instructions of the University and its officers.
- 8.4 Candidates must only supply University recognized names, nicknames and monikers to be listed on the Election Ballot.
- 8.5 Harassment, intimidation or abuse of any candidate or member of OUSA is completely unacceptable and must not be entered into.

- 8.6 Candidates must act in good faith towards their fellow candidates, OUSA, and the wider community.
- 8.7 Any attempt to undermine the legitimacy or integrity of the election is strictly prohibited.

9. Campaigning

- 9.1 Candidates must not campaign:
- 9.1.1 In OUSA offices;
 - 9.1.2 In OUSA Clubs and Societies centre;
 - 9.1.3 In University libraries;
 - 9.1.4 In the OUSA Student Support centre;
 - 9.1.5 In the same section of any building with a polling booth, or within twenty metres of a polling booth, during the voting period, without prior express permission of the Returning Officer;
 - 9.1.6 In a manner that is disruptive to the University environment; and
 - 9.1.7 Using any substance that will leave a temporary or permanent mark on the University or public grounds.
- 9.2 Candidates must not send campaign or spam emails to University email lists.
- 9.3 Candidates must not interfere in any way with the campaign materials of another candidate.
- 9.4 Candidates must respect the integrity, impartiality and privacy of the voting process.
- 9.5 Candidates must not interfere in any way with private property without the express permission of the owner.

10. Tickets contesting the OUSA election

- 10.1 An action by any person will be held to occur on behalf of the ticket to which they belong, unless determined otherwise by the Returning Officer.

11. Campaign volunteers

- 11.1 An action by any campaign volunteer will be held to occur on behalf of the candidate or ticket to which they volunteer for, unless determined otherwise by the Returning Officer.
- 11.2 Candidates must provide a written list of any person(s) actively supporting their election campaign to the Returning Officer no more than seven (7) working days following the close of voting.

12. Campaign finance

- 12.1 The total campaign expenditure for any individual candidate must not exceed \$200.. Tickets may spend \$200 plus an additional \$30 per each member of the ticket (for example, tickets comprised of two candidates may spend \$260 in total).
- 12.2 The full market value of any individual or collaborated campaign material used to promote the campaign must be incorporated into the total costs of the campaign.
- 12.3 Candidates must not use any OUSA resources in the course of the campaign, including but not limited to OUSA related websites, printing and social networking web pages.
- 12.4 Candidates must complete the financial return form (with receipts attached where applicable), and lodge with the Returning Officer no more than seven (7) working days following the close of voting.

13. Endorsements

- 13.1 Candidates must not campaign in a manner that implies an endorsement by OUSA.
- 13.2 No current OUSA staff member or Executive member may actively support or oppose an election candidate visually (by wearing or distributing campaign materials) or verbally (via statements, publications, public announcements) or by any other means, except if they are a candidate.

14. Returning Officer

- 14.1 The Returning Officer must, when required, clarify, interpret or add to these rules during the course of the election in a way which best reflects the integrity and impartiality of the voting process.



Executive Job Description Policy

Category	Executive
Version	9
First ratified	5 October 2000
Last ratified	4 September 2014
Review date	1 March 2019

Related Policies and Documents: The Constitution and Rules of the Otago University Students' Association Incorporated (especially section 30: Responsibilities of Executive Officers) and the Memorandum of Understanding between the Otago University Students' Association Incorporated and Te Roopū Māori.

1. Purpose

- 1.1 The Otago University Students' Association ("OUSA") annually elects a governing board of Executive Officers to control the business, activities and all operations of the Association in pursuit of its objectives.
- 1.2 OUSA recognises that the general responsibilities of individual Executive Officers are set out in the Constitution and Rules of the Otago University Students' Association Incorporated ("Constitution"), along with the various qualification requirements of those positions.
- 1.3 However, OUSA also recognises the limited descriptive value of the Constitution when it comes to guiding Executive Officers on the requirements of their positions, and so enacts this policy to provide a detailed description of their individual responsibilities as Executive Officers.
- 1.4 This policy shall act as a guide for Executive members when producing their quarterly reports.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
 - Correspondence** means an email, letter, phone call, voicemail, or any other communication.
 - Executive Officer** means a member of the OUSA Student Executive.
 - Liaise** means to communicate in any form or manner.
 - Meet** means to come together for a specific purpose.
 - Meeting** means an occasion where two or more people come together for the purpose of discussing a predetermined topic.
 - Officer** means a person holding the position of President, Administrative Vice President, Finance Officer, Education Officer, or Welfare Officer.

Portfolio Officer means a person holding an executive position that isn't classified as an "Officer"

3. General Duties of all Executive Officers

- 3.1 Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:
 - 3.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;
 - 3.1.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;
 - 3.1.3 Collecting for the capping charity; and
 - 3.1.4 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.
- 3.2 Where reasonable, all Executive Officers are to be available for Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions
- 3.3 All Executive Officers with control of budget lines, or who have been allocated a budget line, shall maintain detailed budgets and not exceed their budgeted expenditure.
- 3.4 All Executive Officers, where possible, shall maintain regular, publicised office hours, and are expected to regularly check and respond to all correspondence received.
- 3.5 All Executive Officers shall every quarter undertake five hours of voluntary service which contributes to the local community.

4. Duties of the President

- 4.1 Be the official spokesperson for the Association.
- 4.2 In liaison with the appropriate affected parties, coordinate and oversee all interactions by the Association with other student associations, media organisations, the University of Otago, the Government of New Zealand, local authorities and any other external organisations and their representatives.
- 4.3 Maintain a good working relationship with the Otago Polytechnic Students' Association (OPSA), and coordinate joint activities whenever appropriate and practical.
- 4.4 Be the Association's official representative on relevant external boards, committees or executives, including, but not limited to:
 - 4.4.1 Council of the University of Otago (and requisite sub-committees);
 - 4.4.2 University of Otago Senate;
 - 4.4.3 New Zealand University Students' Association's Federation Executive; and
 - 4.4.4 Any other national student body affiliate where applicable.
- 4.5 Hold membership and, where reasonable, attend all internal committees of the Association.
- 4.6 Be given first opportunity for appointment as a Director of any company where the Association holds the power to make such an appointment, including, but not limited to:
 - 4.6.1 Planet Media Dunedin Limited;
 - 4.6.2 University Union Limited;
 - 4.6.3 University Book Shop Otago Limited; and
- 4.7 Chair all meetings of the OUSA Executive and ensure that the standing orders of the Executive are adhered to.
- 4.8 Ensure that an adequate level of consultation between the Executive and staff is maintained on all relevant matters of interest to the Association.
- 4.9 Where relevant matters arise, prepare verbal reports to the executive and a monthly written summary for the Executive of all relevant matters of interest to the Association.
- 4.10 Maintain a good working relationship with the Chief Executive Officer and, where reasonable, meet with them on a weekly basis.
- 4.11 Maintain a good working relationship with the Officers, meet with them weekly and, where reasonable, liaise with them on a daily basis.

- 4.12 Maintain a good working relationship with all other Executive Officers and, where reasonable, liaise with them individually on a weekly basis.
- 4.13 In conjunction with the Campaigns Portfolio Executive Officer, oversee any political campaigns undertaken by the Association, actively seeking to inform the student body and general public on student issues and concerns.
- 4.14 Be an ex-officio member of all affiliated Recreation.
- 4.15 Oversee, in conjunction with the Chief Executive Officer, those staff that report to the President.
- 4.16 Supervise the Chief Executive Officer on behalf of the Executive.
- 4.17 Be available via cell phone at all practical times.
- 4.18 Perform the general duties of all Executive Officers.
- 4.19 Where practical, work not less than forty hours per week, from January 1 until December 31.

5. Duties of the Te Roopū Māori President

- 5.1 The Te Roopū Māori President shall be a voting ex-officio member of the Executive.
- 5.2 The duties of the Te Roopū Māori President are outlined in the Memorandum of Understanding between the Otago University Students' Association and Te Roopū Māori.
- 5.3 Where practical perform the general duties of all Executive Officers.

6. Duties of the Administrative Vice-President

- 6.1 Assist the President in their duties.
- 6.2 Support the President by maintaining oversight of all Executive officers.
- 6.3 Assume all the powers and duties of the President in their absence.
- 6.4 Where reasonably required, assist the Finance Officer in their duties.
- 6.5 Be responsible for organising training of Executive Officers.
- 6.6 Be responsible for organising Executive Officer attendance at national and local conferences.
- 6.7 Ensure that Executive Officers and Committees operate in adherence to the Constitution and Rules of OUSA and be responsible for coordinating the updating of it when required.
- 6.8 Ensure that Executive Officers and Committees operate in adherence to the Association's Strategic Plan, and be responsible for coordinating the updating of it when required.
- 6.9 Ensure that Executive Officers and Committees operate in adherence to the Association's internal policy, and be responsible for producing and reviewing internal policy, in consultation with the Executive, staff and other relevant stakeholders.
 - 6.9.1 Ensure that the Executive Officers adhere to the committee membership requirements outlined in both the association's internal policy and the university calendar.
- 6.10 Ensure that Executive Officers and Committees produce and present meeting minutes at executive meetings.
- 6.11 In conjunction with the Secretary, ensure that all members and student media outlets are advised of meeting times, and that the agenda is prepared and circulated beforehand.
- 6.12 In conjunction with the Secretary, coordinate meetings of the Student Forum, referenda and, where appropriate, elections of the OUSA Executive.
 - 6.12.1 Where coordination of the Executive elections by the Administrative Vice-President is deemed inappropriate by the Returning Officer, the Administrative Vice-President may delegate this responsibility to any other Executive Officer.
- 6.13 Advise the Chair of Executive meetings on any issues pertaining to Standing Orders of the meeting.
- 6.14 In conjunction with the Chief Executive Officer, ensure the Association abides by all relevant legislation, including, but not limited to, charities and incorporated societies legislation.
- 6.15 Be a member of appropriate internal committees of the Association including, but not limited to:
 - 6.15.1 Standing Committee of the Executive;
 - 6.15.2 Policy Committee;
- 6.16 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:

- 6.16.1 Planet Media Dunedin Limited.
- 6.17 Chair meetings of the Policy Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the committee are adhered to.
- 6.18 Where appropriate, seek advice from the Honorary Solicitor on legal matters relevant to the Association.
- 6.19 Meet weekly with and oversee the functions of all Portfolio Officers.
- 6.20 Be available via cell phone at all practical times.
- 6.21 Where practical, work not less than twenty hours per week, from January 1 to December 31.

7. Duties of the Finance Officer

- 7.1 Assume all the powers and duties of the President in the absence of the President and the Administrative Vice-President.
- 7.2 Where reasonably required, assist the Administrative Vice-President in their duties.
- 7.3 Be a member of appropriate internal committees of the Association, including, but not limited to:
 - 7.3.1 Standing Committee of the Executive;
 - 7.3.2 Finance and Expenditure Committee;
 - 7.3.3 Grants Panel;
- 7.4 Meet Monthly with the Chief Executive Officer to ensure a governance oversight of the association finances.
- 7.5 Chair meetings of the Finance and Expenditure Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the committee are adhered to.
- 7.6 In conjunction with the Chief Executive Officer, formulate and implement a business strategy for the Association's holdings, with a focus upon sound investment of student funds and adherence to the Association's Strategic Plan.
- 7.7 Maintain a sound understanding of the position of any Association holdings, ensuring that all relevant documentation is filed and accessible and that financial controls are critiqued.
- 7.8 Provide briefings to the President and Executive on the Association's business interests when required, and present monthly reports to the Executive on such matters.
- 7.9 In conjunction with the Chief Executive Officer, ensure that the Association produces annual audited accounts and an annual report.
- 7.10 In conjunction with the Accounts team, monitor Association accounts compared to budget, ensuring expenditure is in line with the Association's Strategic Plan, and advise the Executive of any significant discrepancies.
 - 7.10.1 Where practical be available to authorize transactions from the association accounts as well as bi-monthly tax payments.
- 7.11 Oversee and coordinate the budget revision process prior to the first referenda of that calendar year, and the budget setting process in the latter half of that calendar year.
- 7.12 Where applicable, help Executive Members who are cost centre controllers to create and maintain their budgets.
- 7.13 Ensure that all Executive Officers are familiar with the expenditure process and assist them where necessary.
- 7.14 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:
 - 7.14.1 Planet Media Dunedin Limited;
 - 7.14.2 University Union Limited;
 - 7.14.3 University Book Shop Otago Limited; and
- 7.15 Where appropriate, seek advice from the Auditors on financial matters relevant to the Association and from the Honorary Solicitors on legal matters relevant to the Association.
- 7.16 Affiliate Recreation, with assistance from the Clubs Development Officer and the Recreation Portfolio Executive Officer.
- 7.17 Ensure that OUSA grants are distributed in accordance with the Association's Strategic Plan.

- 7.18 Assist and liaise with students and students' associations on University of Otago satellite campuses.
- 7.19 Be available via cell phone at all practical times.
- 7.20 Perform the general duties of all Executive Officers.
- 7.21 Where practical, work not less than twenty hours per week, from January 1 until December 31.

8. Duties of the Education Officer

- 8.1 Assume all the powers and duties of the President in the absence of the President, the Administrative Vice-President and the Finance Officer.
- 8.2 Be a member of appropriate internal committees of the Association, including, but not limited to:
 - 8.2.1 Standing Committee of the Executive;
 - 8.2.2 Education Committee; and
 - 8.2.3 Postgraduate Students Committee.
- 8.3 Chair monthly meetings of the Education Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the committee are adhered to.
- 8.4 Take direction from the Education Committee on all educational matters relevant to the Association and its members.
- 8.5 Where reasonable, ensure that as many different representatives of student educational issues are present on the Education Committee as possible.
- 8.6 In order to provide feedback and information, liaise weekly with members of the Welfare Committee, including, but not limited to:
 - 8.6.1 Welfare Officer
- 8.7 Be one of the Association's representatives on:
 - 8.7.1 University of Otago Senate; and
 - 8.7.2 Standing Committee of Senate.
- 8.8 Where appropriate, act as the Association's spokesperson on all education related issues, briefing the President on national and local tertiary sector educational issues and representing the educational interests of students on local body committees and boards.
- 8.9 Actively inform the student body of issues relating to their education, via publications, promotions and campaigns.
- 8.10 Maintain a good working relationship with relevant OUSA staff, including the Student Support Centre Manager, meeting with them weekly where possible and liaising with them on relevant educational issues as they arise.
- 8.11 Act as the Executive's representative to the Class Representative system and the OUSA Teaching Awards and assist the Student Support Centre in their promotion.
- 8.12 Facilitate a variety of student representation on education related University Committees and Divisional Boards.
- 8.13 Maintain a good working relationship with the University, particularly with:
 - 8.13.1 The Deputy Vice-Chancellor (Academic); and
 - 8.13.2 The Director of Academic Services; and
 - 8.13.3 The Director of Summer School.
- 8.14 Liaise with the Recreation Portfolio Executive Officer to assist those affiliated clubs that have a focus on student education.
- 8.15 Be available via cellular phone at all practical times.
- 8.16 Perform the general duties of all Executive Officers.
- 8.17 Where practical, work not less than twenty hours per week, from January 1 until December 31.

9. Duties of the Welfare Officer

- 9.1 Assume all the powers and duties of the President in the absence of the President, the Administrative Vice-President, the Finance Officer and the Education Officer.
- 9.2 Be a member of appropriate internal committees of the Association, including, but not limited to:

- 9.2.1 Standing Committee of the Executive;
- 9.2.2 Postgraduate Committee;
- 9.2.3 Colleges Committee; and
- 9.2.4 Welfare Committee.
- 9.3 Chair monthly meetings of the Welfare Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
- 9.4 Take direction from the Welfare Committee on all welfare matters relevant to the Association and its members.
- 9.5 Where reasonable, ensure that as many different representatives of student welfare issues are present on the Welfare Committee as possible.
- 9.6 In order to provide feedback and information, liaise weekly with members of the Welfare Committee, including, but not limited to:
 - 9.6.1 Disabilities Rep
 - 9.6.2 Queer Rep
 - 9.6.3 Sustainability Rep
 - 9.6.4 Woman's Rep
- 9.7 Where appropriate, act as the Association's spokesperson on all welfare related issues, briefing the President on national and local tertiary sector welfare issues and representing the welfare interests of students on local body committees and boards.
- 9.8 Actively inform the student body of issues relating to their welfare, via publications, promotions and campaigns.
- 9.9 Maintain a good working relationship with relevant OUSA staff, including the Student Support Centre Manager, Queer Support Coordinator and Advocates, meeting with them weekly where possible and liaising with them on relevant welfare issues as they arise.
- 9.10 In consultation with the Student Support Centre Manager, maintain a good working relationship with community organisations and groups that may provide services to the benefit of student welfare.
- 9.11 Maintain a good working relationship with the 'Are You OK?' coordinator to ensure, where reasonable, Executive assistance is available.
- 9.12 Facilitate a variety of student representation on welfare related University Committees.
- 9.13 Maintain a good working relationship with the University, particularly with:
 - 9.13.1 The Director of Student Services; and
 - 9.13.2 The Director of Student Health.
- 9.14 Liaise with the Recreation Portfolio Executive Officer to assist those affiliated clubs that have a focus on student welfare.
- 9.15 Be available via cellular phone at all practical times.
- 9.17 Perform the general duties of all Executive Officers.
- 9.17 Where practical, work not less than twenty hours per week, from January 1 until December 31.

10. Duties of the Postgraduate Students' Portfolio Executive Officer

- 10.1 Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of postgraduate students.
- 10.2 Work with the University and the Student Support Centre to implement OUSA's policy on Postgraduate Student Representatives.
- 10.3 Be one of the Association's representatives on the University of Otago Senate.
- 10.4 Where required, assist the OUSA Research and Administrative Assistant to administer aspects of the Departmental Postgraduate Student Representatives system including:
 - 10.4.1 Maintaining regular contact with representatives from postgraduate classes or programmes via email or other means; and
 - 10.4.2 Encouraging regular postgraduate class representative meetings, and attend these meetings whenever possible.
- 10.5 Be a member of appropriate internal committees of the Association, including, but not limited to:
 - 10.5.1 Postgraduate Committee;

- 10.5.2 Education Committee; and
- 10.5.3 Welfare Committee.
- 10.6 Chair monthly meetings of the Postgraduate Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
- 10.7 Take direction from the Postgraduate Committee on all matters relevant to postgraduate members.
- 10.8 Normally be the Association's representative on the Board of Graduate Studies.
- 10.9 Maintain a good working relationship with relevant OUSA staff, ensuring that information is shared on issues of relevance to postgraduate students.
- 10.10 Facilitate a variety of student representation on postgraduate related University Committees.
- 10.11 Maintain a good working relationship with the Director of Graduate Research Services and endeavour to meet with them on a monthly basis.
- 10.12 Maintain links with and assist affiliated Postgraduate bodies.
- 10.13 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to postgraduate students to their attention, and meeting with them on a weekly basis.
- 10.14 Perform the general duties of all Executive Officers.
- 10.15 Where practical, work not less than ten hours per week.

11. Duties of the International Students' Portfolio Executive Officer

- 11.1 Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of cultural diversity.
- 11.2 Organise and run events of specific interest and relevance to international students.
- 11.3 Be a member of appropriate internal committees of the Association, including, but not limited to:
 - 11.3.1 International Cultural Council;
 - 11.3.2 Welfare Committee; and
 - 11.3.3 Education Committee.
- 11.4 Chair monthly meetings of the International Cultural Council, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
- 11.5 Take direction from the International Cultural Council on all matters relevant to international student members.
- 11.6 Work on issues specific to international students at the University of Otago, including, but not limited to:
 - 11.6.1 Academic issues within the University; and
 - 11.6.2 Social and welfare related issues within the University and the wider community.
- 11.7 Maintain a good working relationship to the OUSA Student Support Centre Manager and Advocates so that the opportunity to share information about academic and welfare issues of relevance to international students is available.
- 11.8 Maintain a good working relationship with the International Office of the University, sharing information and ideas with them when appropriate.
- 11.9 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to international students to their attention, and, where reasonable, meeting with them on a weekly basis.
- 11.10 Work in conjunction with the Finance, the Clubs Development Officer and the Recreation Portfolio Executive Officer to ensure the affiliation and support of international student groups.
- 11.11 Perform the general duties of all Executive Officers.
- 11.12 Where practical, work not less than ten hours per week.

12. Duties of the Recreation Portfolio Executive Officer

- 12.1 Promote via publications, promotions and campaigns the existence of, and encourage participation in, clubs, societies and recreation at the University of Otago.
- 12.2 Represent Recreation on University and Association committees as required by the Association.
- 12.3 Be a member of appropriate internal committees of the Association, including, but not limited to:
 - 12.3.1 Grants Committee;
 - 12.3.2 Blues Panel;
 - 12.3.3 Golds Panel;
- 12.4 Chair meetings of the Grants Committee, ensuring that all interested affiliated clubs, societies, and OUSA members are given the opportunity to apply for OUSA grants.
- 12.5 Be the Chair of the Blues and Golds Panels, as well as the Affiliated Clubs Council.
- 12.6 Assist the affiliation of all Recreation by:
 - 12.6.1 Working with the Finance Officer and Clubs Development Officer in affiliating Recreation; and
 - 12.6.2 Working with the International Students' Portfolio Executive Officer and other Executive Officers to facilitate the affiliation of cultural clubs.
- 12.7 Maintain a good working relationship with the Recreation Manager and Clubs Development Officer, and where practical, meet with them on a monthly basis.
- 12.8 Liaise regularly with the Clubs Development Officer to ensure the effective functioning of clubs, societies and OUSA committees and panels coordinated by the Clubs Development Officer.
- 12.9 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to recreation to their attention, and meeting with them on a weekly basis.
- 12.10 Maintain a good relationship with all affiliated Recreation, assisting them when required with issues pertinent to them or their members.
- 12.11 Maintain a good working relationship with the University, in particular: the Manager of Recreation Services.
- 12.12 Perform the general duties of all Executive Officers.
- 12.13 Where practical, work not less than ten hours per week.

13. Duties of the Colleges Portfolio Executive Officer

- 13.1 Promote via publications, promotions and campaigns support for Residential Colleges and first year students at the University of Otago.
- 13.2 Where reasonably required, assist the Campaigns Portfolio Executive Officer with their duties.
- 13.3 Be a member of appropriate internal committees of the Association, including, but not limited to:
 - 13.3.1 Colleges Committee
- 13.4 Chair monthly meetings of the Colleges Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
- 13.5 Take direction from the Colleges Committee on all matters relevant to Residential Colleges and first year students within the University and the community.
- 13.6 Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to Residential Colleges to their attention, and where reasonable, meet with them on a weekly basis.
- 13.7 Via, or in consultation with the Student Support Centre, maintain a good working relationship with the Accommodation Office of the University, sharing information and ideas with them when appropriate.
- 13.8 Maintain a good working relationship with the heads of Residential Colleges and their student representatives.
- 13.9 Perform the general duties of all Executive Officers.
- 13.10 Where practical, work not less than ten hours per week.

14. Duties of the Campaigns Portfolio Executive Officer

- 14.1 Be responsible for ensuring the execution of the publications, campaigns and initiatives OUSA undertakes.
- 14.2 Where reasonably required, assist the Colleges Portfolio Executive Officer with their duties.
- 14.3 Be a member of appropriate internal committees of the Association, including, but not limited to:
 - 14.3.1 Welfare Committee;
 - 14.3.2 Colleges Committee;
 - 14.3.3 Education Committee.
- 14.4 Support all Executive Officers in the running of campaigns and initiatives, ensuring they are executed in line with the Association's Strategic Plan and objectives, and that the student body are informed of these events.
- 14.5 Liaise weekly with the Chairs of all OUSA committees to ascertain the campaigns and initiatives directives from those committees, and act on those directives where appropriate.
- 14.6 Maintain a good working relationship with the manager of OUSA Events, proactively seeking opportunities to tie their events in with campaigns and initiatives.
- 14.7 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to campaigns and initiatives to their attention, and where reasonable, meet with them on a weekly basis.
- 14.8 Maintain a good working relationship with the Managers of the Student Support Unit, the Recreation Unit, the Communications Unit, the Events Unit and Planet Media Dunedin Limited, and where reasonable liaise with them on a weekly basis.
- 14.9 Act as the reference point for Executive and staff for all issues relating to OUSA campaigns and initiatives.
- 14.10 Be responsible for adequate representation of Executive Officers at OUSA campaigns, initiatives and events.
- 14.11 Where practical, work not less than ten hours per week.

15. Amendment Policies:

- 15.1 Executive Position Description (amendment) Policy 1043-2012, 22.5.12 (insertion of new section 6.14 and consequential re-numbering)



Executive Reporting Policy

Category	Executive
Version	7
First ratified	6 August 2001
Last ratified	10 October 2018
Review date	June 2019

Related Policies & Documents: OUSA Constitution and Rules, Executive Job Descriptions Policy, Reporting Template Document, and OUSA Strategic Plan.

1. Purpose

- 1.1 The Otago University Students' Association (OUSA) Executive should engage in thorough and regular reporting on the activities that they carry out so that Executive Officers can be held accountable to both the Executive and the student body.
- 1.2 OUSA Executive Reports are also written as a point of reference for future executive members so that institutional knowledge is retained.
- 1.3 OUSA Executive Reports should provide useful information for the historical record, both for future executives and members.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
Executive Officer means a member of the OUSA Student Executive.

3. Reporting Procedure

- 3.1 Honoraria shall be paid at the frequency stipulated by a Resolution of the Executive.
- 3.2 Reports shall be submitted by every Executive Officer four times a year for consideration by the Executive. The dates at which reports are due will be set by the Executive at the start of the year.
- 3.3 The dates may be altered by motion of the Executive.
- 3.4 Reports shall be submitted by the due date to the Secretary.
 - 3.4.1 Reports not submitted by the due date shall not be considered by the Executive until it has been received by the Executive and noted as being late.
- 3.5 Reports shall be submitted in electronic form which is accessible by the Secretary.

- 3.6 The Executive shall consider all reports at the next available Executive meeting.
- 3.7 An Executive Officer's report will not be considered where that Executive Officer is unable to attend the meeting, unless–
 - 3.7.1 An Officer is able to attend the meeting through a live telecommunications link provided they can:
 - 3.7.1.1 Hear the entire debate and motions;
 - 3.7.1.2 Contribute to the meeting by speaking, putting motions and voting; and
 - 3.7.1.3 Have full access to any materials placed before the meeting.
 - 3.7.2 Permission is given by the Executive Officer whose report is being considered, provided that the Executive is satisfied the report requires no further explanation.
- 3.8 Should a report be unable to be considered due to an Executive member's absence, it shall be considered at the next Executive meeting the absent member is able to attend.

4. Report Requirements

- 4.1 All reports shall be set out in the format prescribed by the Report Template Document.
- 4.2 The reports of the Post Graduate Officer, the International Officer, the Recreation Officer, the Campaigns Officer, and the Colleges Officer shall no more than 2000 words.
- 4.3 The reports of the Administrative Vice President, the Finance Officer, the Education Officer, and the Welfare Officer shall be no more than 2750 words.
- 4.4 The report of the President shall be no more than 3500 words.
- 4.5 The first report by an Executive Officer shall have an additional 500 word limit for goals, which will not be considered part of their report, but will be noted.
- 4.6 The last report by an Executive Officer for any given year shall have an additional 2000 word handover document containing recommendations for future holders of that position.
- 4.7 Reports shall be written in a manner and style that reflects the need for those outside of the Executive to read and understand them, both now and in the future.
- 4.8 Offensive language shall not be used in reports.
- 4.9 Reports shall closely reflect the requirements set out in the Executive Position Description Policy.
- 4.10 Reports shall consider:
 - 4.10.1 Duties assigned by the OUSA Constitution;
 - 4.10.2 All duties assigned by the Executive Position Description Policy; and
 - 4.10.3 Attendance and involvement in OUSA and University committees;
 - 4.10.4 Progress in any Executive determined portfolios or assigned areas of responsibility;
 - 4.10.5 Progress on Executive and personal goals set for the year and any changes to these goals; and
 - 4.10.6 Any regular contact hours, including time and location information of such contact.
- 4.11 Reports shall not include discussion of:
 - 4.11.1 OUSA staffing issues, except for those positions that contain a staffing function and even then only in a general fashion;
 - 4.11.2 Personal issues; and
 - 4.11.3 Issues or work unrelated to OUSA or done outside of the reporting period.
 - 4.11.3.1 The reporting periods are from January 1 to the first due date inclusive, from the day following the first due date to the second due date inclusive, from the day following the second due date to the third due date inclusive, and from the day following the third due date to December 31.

- 4.11.3.2 In the case of the last report, reports may include issues or work which will be undertaken after the fourth reporting due date.
- 4.12 If there is nothing to report on an area then this should be stated and if stated should include a reason.

5. Passing of Reports

- 5.1 The Executive shall only pass reports if they comply with all of the guidelines within this policy.
- 5.2 Executive members may leave the room while the Executive votes on the passing of their report.
- 5.3 Where an exemption from this policy is given, it must be stated at the time of the passing of the report along with the reasoning.
- 5.4 Where the Executive has concerns over an Officer's report they may:
 - 5.4.1 Include directions to that Officer in the motion concerning the report; or
 - 5.4.2 Inform the Officer of those concerns after the meeting.
- 5.5 When considering reports, the Executive may:
 - 5.5.1 Pass the report and pay the Officer their honorarium;
 - 5.5.2 If the report fails to comply with this policy, request that it be re-submitted;
 - 5.5.3 If the report complies with this policy, but the Officer has not fulfilled the requirements of their position, pass the report if it accurately reflects this, and pay the Officer a reduced or zero honorarium.
- 5.6 In the event that a report is not passed, the Officer shall then be given a reasonable period of time in which to re-submit another report and if necessary bring work up to standard.
- 5.7 Should the report of an Executive Officer fail to pass when considered, their honorarium may be suspended until a report is re-submitted and passed by the Executive.
 - 5.7.1 In the case of a re-submitted report passing, back pay shall only be given at the discretion of Executive.
- 5.8 Reasons must be given to an Officer within a reasonable amount of time if their report is not passed and these reasons must be minuted.
- 5.9 When a report is not passed the reasons should not be minuted if the Officer requests an exemption and the minuting of reasons would:
 - 5.9.1 Be a breach of privacy of the Officer.
 - 5.9.2 Have undue legal or financial consequences for the Officer.
 - 5.9.3 Be unduly harsh in the circumstances.
- 5.10 Reports that have been passed shall be made available on the OUSA Website, and shall be made available to students for the rest of the year.
- 5.11 An electronic copy of all passed reports shall be submitted to Critic.



Executive Sub-Committee Policy

Category	Executive
Version	2
First ratified	7 September 2000
Last ratified	21 September 2005
Review date	1 March 2019

Related Policies and Documents: Respective sub-committees' terms of reference.

1. Purpose

- 1.1 OUSA decision-making processes should be financially and socially prudent, accountable and transparent, as well as timely and minimally bureaucratic.
- 1.2 Many OUSA decisions have both financial and welfare implications. Elected officers should retain the majority of control over the decision-making.
- 1.3 Constitutionally, the OUSA Executive is able to overrule any decision made by any sub-committee.

2. Implementation

- 2.1 Permanent sub-committees will normally be the Welfare Committee, the Education Committee, and any other committees or panels referred to in the OUSA Constitution and Rules or OUSA policy.
- 2.2 Unless a sub-committee is permanent, it should have a specified end date.
- 2.3 Sub-committees should be primarily composed of executive members.
- 2.4 The Executive may at any time remove non-executive members of sub-committees by ordinary resolution.
- 2.5 Minutes of sub-committee should be reviewed at the first available executive meeting.
 - 2.5.1 An executive motion receiving such minutes will constitute official recognition, but not endorsement, of their contents.
 - 2.5.2 An executive motion approving such minutes will constitute endorsement of all decisions and motions that appear in the minutes.
- 2.6 A motion passed at a sub-committee should not be considered approved by the Executive until a motion to approve it has passed at an executive meeting.



Executive Travel Expenses Policy

Category	Executive
Version	2
First ratified	30 July 2013
Last ratified	10 October 2017
Review date	October 2020

Related Policies and Documents: OUSA Employment Policy and OUSA ICT Policy.

1. Purpose

- 1.1. The OUSA executive travel expense policy sets regulation on expenditure while on OUSA business.

2. Reimbursement of Expenses

- 2.1. OUSA reimburses the Executive for work related expenses incurred during the course of their duties.
- 2.2. Unless extenuating circumstances can be demonstrated. No expense claim will be paid unless accompanied by a receipt.
- 2.3. The following are expenses that OUSA will generally cover:
 - 2.3.1. Travel;
 - 2.3.2. Accommodation;
 - 2.3.3. Meals;
 - 2.3.4. Entertainment expenses; and
 - 2.3.5. Sundry expenses.

3. Travel

- 3.1. OUSA will cover travel costs on work related travel.
 - 3.1.1. When traveling, the executive member will travel by the cheapest means of transport where applicable and practical.
 - 3.1.2. OUSA will not cover travel to and from place of regular work.

4. Accommodation

- 4.1. OUSA will cover accommodation costs on work related travel to the value of \$100 per person per night.

5. Meals

- 5.1. OUSA will reimburse the executive up to \$40 a day for meals purchased while away on official business.

6. Entertainment Expenses

- 6.1. Any entertainment expenses shall be work related and approved to the executive prior to the expenditure.
 - 6.1.1. If it is not possible for the Executive member to declare the expenditure prior to spending then they must fund the expenditure personally.

7. Sundry Expenses

- 7.1. Laundry expenses for stays of two nights or more will be reimbursed by OUSA.
- 7.2. Internet costs will not be reimbursed for:
 - 7.2.1. Those that have an OUSA paid phone which allows internet tethering.
 - 7.2.2. Those that are traveling with an executive member, or where applicable a staff member, who have an OUSA paid phone that allows internet tethering.



Grants Policy

Category	Recreation
Version	13
First ratified	10 August 2000
Last ratified	3 September 2013
Review date	20 September 2019

Related Policies and Documents: Grants Panel Terms of Reference.

1. Purpose

- 1.1. To outline the procedure and rules for recommending awarded grants to be approved by the OUSA Executive.

2. Grants Rounds

- 2.1. There will be seven (7) Grant rounds per year, with the aim to spread the Grants budget evenly across each funding round.
- 2.2. If there is money remaining in the Grants budget following Grants round seven (7), an additional Grants round will be held (**Final Grants Round**).

3. Individual Grants

- 3.1. All Grants applications must be submitted at least fourteen (14) days before the proposed event or project.
- 3.2. Individual applicants must provide a letter of selection for the event that they are attending when submitting an OUSA Grants application.
- 3.3. Individuals can only receive one Grant per calendar year.
- 3.4. Individual Grants will only be awarded to students who:
 - 3.4.1. Have been selected to attend an event;
 - 3.4.2. Have been selected to represent their region or New Zealand at an event; or
 - 3.4.3. Can demonstrate their attendance at an event will benefit the Student Body and wider community.
- 3.5. The Panel can grant up to \$100 for registration
- 3.6. When awarding funding for travel, the Panel shall take into consideration the destination and cost of accommodation:

- 3.6.1. Up to \$300.00 may be awarded for Domestic events; and
- 3.6.2. Up to \$500.00 may be awarded for International events.
- 3.7. Individual Grants cannot cover:
 - 3.7.1 Events where an individual is representing an OUSA affiliated Club or Society;
 - 3.7.2 Food or alcohol;
 - 3.7.3 Volunteers' holidays, international volunteer work trips or university exchanges;
 - 3.7.4 Political or commercial merchandise for registered political parties. This includes but is not limited to event hire costs, political poster/flyer printing and administration costs; and
 - 3.7.5 UTSNZ Events.

4. Club Grants

- 4.1. OUSA affiliated Clubs and Societies are eligible for up to three successful Grants to the total value of \$2000.00, per club, annually.
- 4.2. Grants will only be awarded if it aligns with the club's purpose.
- 4.3. Club Grants may cover:
 - 4.3.1. Safety gear, training courses or conferences for recreation;
 - 4.3.2. Team playing uniforms which shall be held by the club or society;
 - 4.3.3. Other equipment;
 - 4.3.4. Travel and/or registration costs to conferences and events recognised by national or international organisations. These cannot be directly related to academic study; and
 - 4.3.5. Team building or leadership camps.
- 4.4. Club Grants may not cover:
 - 4.4.1 Food or alcohol;
 - 4.4.2 Events of a purely social nature;
 - 4.4.3 Volunteers' holidays or international volunteer work trips;
 - 4.4.4 Club apparel (t-shirts or items of a similar nature); and
 - 4.4.5 Political or commercial merchandise for registered political parties.

5. Final Grants Round

- 5.1. All OUSA affiliated Clubs and Societies can apply for a Grant in the Wild Card Grant round, including those Clubs and Societies that have already received \$2000.00 in OUSA Grants for that calendar year.
- 5.2. Priority will be given to clubs who have not yet been granted any funds.
- 5.3. The Grants Panel shall consider all applications with the aim to allocate the full annual OUSA Grant budget for that calendar year.

6. Successful Grants

- 6.1. Successful grant applicants must sign their grant contract within thirty (30) days of being notified of a successful grant application. Failure to do so, or failure to comply with grant contract conditions will result in the grant becoming void. The money awarded will then be returned to the grants pool for reallocation.
- 6.2. Grants will be paid to the applicant once a receipt or invoice is received by the Clubs Development Officer (CDO) and will then be processed by OUSA Accounts
- 6.3. The return of an OUSA Grant will be requested in the following instances:
 - 6.3.1. The grant has not been used for the awarded purpose stated in the grant contract conditions;

- 6.3.2. The grant has not been used or only partly used;
- 6.3.3. Funding from alternative sources for the same purpose was not declared to the Grants Panel or the OUSA Executive; or
- 6.3.4. A breach of the grant contract or the rules set out in this policy has occurred.

7. Discretion

- 7.1. The OUSA Grants Panel and the OUSA Executive may use their discretion when awarding OUSA Grants to Individuals or Clubs.
- 7.2. The OUSA Grants Panel and the OUSA Executive reserve the right to impose conditions on the grant before the payment is given.



Referenda Policy

Category	Executive
Version	2
First ratified	7 June 2013
Last ratified	17 October 2018
Review date	October 2020

Related Policies and Documents: The OUSA Constitution, Returning Officer's Job Description, and Returning Officer's Referendum Report.

1. Purpose

- 1.1 The Otago University Students' Association (OUSA) is owned and run by students. The OUSA Constitution requires that the Student Body set external policy, make changes to the Constitution, and may set the Association budget in referenda.
- 1.2 The following policy sets out procedures as to how to run fair and democratic referenda and ensure maximum participation of the student body.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
 - Association** means The Otago University Students' Association (Incorporated).
 - Executive** means the Executive Committee of the Association.
 - General ballot** means secret ballot carried out in accordance with this policy.
 - Member** means a student at the University.
 - Notice** means a notice placed on the Association's website and supplied to student media.
 - Resolution** means a motion requiring positive votes of at least half of the total number of members voting at any meeting of the Association.
 - Special resolution** means a motion requiring positive votes of at least two-thirds majority of the total number of members voting at any meeting of the Association.
 - Student body** means the members of the Association.
 - Student forum** means a meeting to discuss and debate the subject of a Referendum before voting opens. No voting on substantive motions takes place at a Student Forum.
 - Student media** means any such media outlets as the Association or its subsidiaries may own including the Association's website.

Working days means weekdays and days when the University of Otago is holding formal classes, excluding public holidays.

3. Powers of the Student Body

- 3.1 The student body exercises power through referenda.
- 3.2 All members of the Association may vote in referenda
- 3.3 The student body may exercise the following powers in referenda:
 - 3.3.1 To make resolutions on any matters, and to transmit recommendations to the Executive;
 - 3.3.2 To amend the Constitution;
 - 3.3.3 To set external policy;
 - 3.3.4 To put a question to a referendum, except on questions of finance or administration.
 - 3.3.5 To set the Association budget and any levies;
 - 3.3.6 To receive the Annual Report and audited accounts;
 - 3.3.7 To appoint the Association Secretary.

Appendix A: Procedures

4. General Procedures

- 4.1 Any student at the University of Otago may submit a question to the Secretary to be put to the student body.
- 4.2 If a question is submitted too late to be put to a referendum, the Secretary must keep a record of the question and give the submitter the opportunity to put the question at the next referendum.
- 4.3 The Secretary must put any questions submitted to the Executive on the agenda of the Executive meeting where questions are referred to a referendum (which shall be at least ten (10) working days on which the University of Otago holds classes before the date that voting opens).
- 4.4 The Executive recommends to the Mediator which questions shall be put to the student body. The Executive may decide not to recommend a question for one of the following reasons:
 - 4.4.1 The question relates to finance or administration of the Association; or
 - 4.4.2 The question unfairly affects any individual, including students, OUSA employees, OUSA Executive members and University employees.
- 4.5 The Executive must alert the submitter of a question if their question has not been recommended to the Mediator.
- 4.6 If the Executive chooses not to recommend a question for any of the reasons provided for in 4.4, the student who puts the question may then seek a petition of 1% of the student body who support the question being asked, which will override the Executive's recommendation.
- 4.7 All questions are then sent to the Mediator to set proposed questions.
- 4.8 All proposed questions must be put to the Student Body for five (5) working days to allow time for submissions.
- 4.9 The Mediator will take into account any submissions and/or petitions before determine the final wording. The Mediator may also amend the wording of the questions for the reasons outlined in the Constitution.
- 4.10 All questions are then set by a Resolution of the Executive before being put to the Student Body.
- 4.11 Any question put to the Student Body must not deviate from the final wording set by the Mediator.

- 4.12 The final wording of the questions are then advertised to the student body for ten (10) working days.
- 4.13 A student forum must be held at least twenty-four (24) hours before voting opens, where those who have put a question, and any students who would like to discuss/debate motions can do so.
- 4.14 Voting opens (normally at 9am) and must remain open for at least three (3) working days and no more than five (5) working days.
- 4.15 OUSA should work to ensure times/dates chosen allow for reasonable opportunity for Critic to cover the referendum, including the lead up to it.
- 4.16 The Returning Officer shall notify students of the results of the referendum as soon as possible.

5. Student Forums

- 5.1 No voting takes place at a student forum.
- 5.2 The student forum may be filmed or recorded, with recordings put online to give anyone who misses the forum the opportunity to view the discussion/debate on each motion.
- 5.3 A student forum Chair is appointed by the returning officer at the beginning of the first student forum to moderate the debate, according to the following rules:
 - 5.3.1 The Chairperson will give all students the opportunity to speak to a question and ask questions of the mover of a question.
 - 5.3.2 The Chairperson will ensure everyone present at the student forum is aware that it is being filmed to be put on the OUSA website and/or social media.
 - 5.3.3 The mover of a question shall have the opportunity to speak that question first and have the last right of reply.
 - 5.3.4 The Chairperson will have full authority to:
 - 5.3.4.1 Impose time limits (of minimum 5 minutes) to speakers,
 - 5.3.4.2 To rule that a speaker is out of order (for example if they are being rude, abusive or otherwise contravening these rules).
 - 5.3.5 Any student present at the Student forum may request that the Chairperson invoke his or her powers under this section.
- 5.4 Student forums may only be held on days when the Dunedin campus of the University is holding formal classes and at a time and place that is not inconvenient to students.
- 5.5 The Association must endeavour to ensure students at all campuses can participate in student forums and referenda.
- 5.6 The student forum shall allow for fair discussion and debate of questions that are put to referenda.

6. Voting

- 6.1 Voting will take place electronically on the OUSA website.
- 6.2 The Returning Officer must ensure that the voting system is able to:
 - 6.2.1 Meet the specifications and requirements laid down in the OUSA Constitution;
 - 6.2.2 Ensure that only OUSA members vote and that each member is only able to vote once, and provide for the due secrecy and peaceful nature of the ballot; and
 - 6.2.3 Provide for special votes for candidates and others unable to vote during the election period.
- 6.3 The Returning Officer must rule on whether to disallow votes not submitted in the specified manner or that are not sufficiently clear.

- 6.4 The Returning Officer has the sole discretion to allow the entry of a vote where a member believes that their name has wrongly been recorded as having already voted.
- 6.5 On any referenda ballot there must be an option for members to make additional comments.
- 6.6 Additional comments do not affect the referenda result.

7. Timelines

- 7.1 Five (5) working days must be provided for members to submit proposed referendum questions.
- 7.2 Five (5) working days must be provided for members to make submissions on proposed referendum questions.
- 7.3 At least ten (10) working days' notice must be given of the date that voting opens for a referendum.
- 7.4 At least five (5) working days' notice must be given of the date of a student forum.
- 7.5 At least ten (10) working days' notice must be given of the final wording of any constitutional changes.
- 7.6 At least five (5) working days must be given of the final wording of referendum questions.

8. Ties

- 8.1 In the case of a tie, the referendum question will be deemed to have failed.

9. Quorum

- 9.1 The quorum for a normal referendum question is 5% of the student body.
- 9.2 The quorum for receiving the Annual Report is 1% of the student body.
- 9.3 If a question does not reach quorum it will be deemed non-binding/indicative only.

10. Position Specifics

The Returning Officer

- 10.1 Before the opening of voting, the Secretary will appoint a Returning Officer to oversee the promotion and running of the referendum.
- 10.2 Within twenty (20) working days of the close of voting, the Returning Officer must report to the OUSA Executive on the running of the referendum, improvements to the process and any other matters pertinent to the referendum as they see fit.
- 10.3 The Returning Officer will hold their position until the Executive has received their referendum report.
- 10.4 In the event that no Returning Officer is appointed, or that the Returning Officer vacates the position, is absent or incapacitated, the Secretary shall hold the position of Returning Officer until they appoint a new Returning Officer.
- 10.5 The Returning Officer must:
 - 10.5.1 Carry out such duties as are described in the OUSA Returning Officer's job description;
 - 10.5.2 Be available to candidates and members of OUSA to answer questions on the rules or organisation of the referendum.
- 10.6 In order to ensure maximum participation the Returning Officer must contact relevant local media organisations and publicise:
 - 10.6.1 The day or days on which student forums and voting are to be held;
 - 10.6.2 The hours during which voting may take place;
 - 10.6.3 The physical location of polling booths; and

- 10.6.4 The internet address of any electronic voting system.
- 10.7 The Returning Officer must do all things necessary, expedient or advisable in their opinion for the proper, fair and democratic conduct of the referendum.

The Executive

- 10.8 The Executive must assist the Returning Officer, as needed and where appropriate, to ensure the referendum is conducted in a proper, fair and democratic manner.
- 10.9 The Executive must exercise its authority under this policy and the OUSA Constitution in a manner that upholds the integrity and reputation of OUSA and is consistent with the principles on which this policy is based.
- 10.10 No executive member, staff member or any person acting in any official OUSA capacity, may imply OUSA as an organisation actively supports or opposes a particular question/outcome (by wearing or distributing campaign materials) or verbally (via statements, publications, public announcements) or any other means.
- 10.11 Executive members may publically state their own opinions on questions and are encouraged to actively participate in debate, but must clearly articulate that their views are personal views, and if contrary to existing policy, an executive motion or an official Association standpoint must state that their view is a minority view.
- 10.12 The Executive must set the dates for a referendum by executive motion, taking into account:
- 10.12.1 The need to encourage as many students as possible to participate in referenda;
 - and
 - 10.12.2 The requirement that the OUSA hold a referendum in each second semester.
- 10.13 The timing of other significant events which may lower the profile of the referendum.

The Association Secretary

- 10.14 In the event that no Secretary has been appointed or that the Secretary vacates the position, is absent or incapacitated, the Executive will, as soon as possible, appoint an individual for the purposes of temporarily carrying out the Secretary's duties under this policy until such time as the Secretary resumes the role.
- 10.15 The Secretary must, in conjunction with the Returning Officer, ensure that members are able and are encouraged to submit referendum questions.
- 10.16 The Secretary must post a notice of the dates of student forums and referenda and disseminate the notice in such media as they see fit.
- 10.17 The Secretary must receive all questions to submit to the Executive and ensure that arrangements are made for their receipt if they are not present.
- 10.18 Upon receipt of the nomination form the Secretary will ensure that:
- 10.18.1 The person who puts the question is a student.
 - 10.18.2 All other details of the form are properly filled out.
 - 10.18.3 That a background statement to the question is supplied and if possible it includes the pros and cons of the proposed question.
- 10.19 If the requirements under clause 11.18 are not met, the Secretary must notify the mover of this fact.
- 10.20 The Secretary may not refuse to accept a question for any reason other than form or eligibility.
- 10.21 Where the Secretary refuses to accept a question they must within two working days make the mover aware of their right to appeal to the Executive
- 10.22 Within 24 hours of the release of the referendum results, the Secretary shall post a notice stating:

- 10.22.1 The wording of the successful questions;
- 10.22.2 The number of valid votes cast for each question;
- 10.22.3 The number of abstained voters for each questions; and
- 10.22.4 The number of invalid votes cast for each position.

11. Promotion of the Referendum and Forum

11.1 The Returning Officer must ensure that the following minimum requirements of promotion are met:

- 11.1.1 That the Student Media is notified of:
 - 11.1.1.1 The date of the forum;
 - 11.1.1.2 The date voting opens and closes;
 - 11.1.1.3 The wording of the questions; and
 - 11.1.1.4 Any background statements supplied.
- 11.1.2 That the forum is filmed, with a short clip of the debate of each motion posted on the OUSA website, on the same page as the link to the voting login.
- 11.1.3 That the Marketing and Communications Coordinator drafts a short, non-biased summary of the pros and cons of each question, informed by the background statement and debate, to be put on the website.
- 11.1.4 The Returning Officer must ensure that the information supplied on the website and in Critic is available at polling booths and on the OUSA website during the voting period for voters to read.
- 11.1.5 Referendum promotion must not contain material that constitutes harassment, intimidation or abuse.
- 11.1.6 The Returning Officer will seek permission from the University to distribute email to OUSA members advertising the dates of the forum and voting before they occur, and that voting is open via a link to the OUSA website once voting has opened.
- 11.1.7 Any such email must be brief, must not include any attached files, and must be solely for the purpose of advertising the referendum. Any such email must specify the dates, times and locations for voting.
- 11.1.8 The returning officer must make sure the referendum/forum is well advertised on the OUSA website, social media, on poster boards and bollards and in paid advertising in student media.

12. Campaigning

- 12.1 Any students, including executive members where they are not purporting to represent the views of the Association, may campaign for or against questions put to referendum.
- 12.2 Students must comply with the instructions of the University and its officers.
- 12.3 Students must notify the Returning Officer if they intend to run a campaign about a question and provide a written list of any person(s) actively supporting the campaign to the Returning Officer.
- 12.4 Students must comply with the instructions of the Returning Officer and other referendum officials.
- 12.5 Students must not interfere in any way with private property without the express permission of the owner.
- 12.6 Students must not campaign in a manner that is disruptive to the University environment.
- 12.7 Students must not campaign in a manner that implies an endorsement by OUSA.
- 12.8 While in the process of campaigning, no student, nor any of their campaign materials, can be in the same section of a building as any polling booth, or within twenty metres of a polling booth during the voting period, without prior express permission of the Returning Officer.

- 12.9 Students must not campaign in or allow any of campaign materials to be present in University Computer labs.
- 12.10 Students must respect the integrity, impartiality and privacy of the voting process.
- 12.11 Students must not use any OUSA resources in the course of any campaign, including but not limited to OUSA related websites and social networking web pages, unless specifically authorised by the Returning Officer.
- 12.12 The Returning Officer will have full discretion to moderate any OUSA related online discussion forums and social networking web pages to ensure the referendum is in line with these rules.
- 12.13 Students must not send campaign or spam emails to University email lists.
- 12.14 Students must not interfere in any way with the campaign material of another student.
- 12.15 Students must not give away any individual item with a market value of more than \$1.
- 12.16 An individual students' total campaign expenditure shall not exceed \$400. The full market value of any individual or collaborated campaign material used to promote a student's campaign must be incorporated into the total costs of the campaign.
- 12.17 Students and clubs cannot use money from an OUSA grant for any referendum campaign.
- 12.18 Harassment, intimidation or abuse of any candidate or member of OUSA is completely unacceptable and must not be entered into.
- 12.19 Students must act in good faith towards fellow students, OUSA, and the wider community.
- 12.20 Any attempt to undermine the legitimacy or integrity of the referendum is strictly prohibited.
- 12.21 The Returning Officer must, when required, clarify, interpret or add to these rules during the course of the election in a way that best reflects the integrity and impartiality of the voting process.

13. Complaints and Breaches

Complaint Process

- 13.1 Any member of OUSA may make a complaint to the Returning Officer alleging a breach of the rules by OUSA, the Returning Officer or any other student
- 13.2 When examining an alleged breach of the rules, the Returning Officer must have regard to the principles of natural justice and will carry out a full, fair and impartial investigation.
- 13.3 Where notice of a complaint has been given to the Returning Officer they must announce all affected results as provisional until the complaint and any subsequent appeals have been dealt with.
- 13.4 Where the Returning Officer believes, on reasonable grounds, that the actions of an individual may be attributed to another student, they may consider the breach as if the other student had committed it.
- 13.5 Where the Returning Officer believes, on reasonable grounds, that the complaint is frivolous, they may make a decision to dismiss the complaint out of hand.
- 13.6 When examining an alleged breach of the rules, the Returning Officer may examine any conduct before and during the voting period relating to the referendum, regardless of whether that conduct occurred before or after the complaint.
- 13.7 The Returning Officer must take all reasonable steps to inform the student to whom the complaint relates, and where appropriate any other party to the breach of the complaint, and allow not less than 24 hours for the student to prepare their response.
- 13.8 Upon upholding a complaint, the Returning Officer may impose such restriction, limitation or penalty, including disqualification of votes, as they think appropriate, taking into account:
 - 13.8.1 The seriousness of the breach;

- 13.8.2 The potential or actual effect the alleged breach may have or has had on the outcome of the referendum;
- 13.8.3 The intention of the student in committing the breach; and
- 13.8.4 Repeated breaches of the rules by a student.
- 13.8.5 Without limiting the Returning Officer's discretion, a ruling that a question is inconclusive may be appropriate in cases of:
 - 13.8.6 Damage to property, without permission of the owner;
 - 13.8.7 Serious or repeated harassment, intimidation or abuse of any member or group of members of OUSA;
 - 13.8.8 Any attempt to undermine the integrity of the referendum;
 - 13.8.9 Serious or repeated deliberate or negligent breaches of the rules; or
 - 13.8.10 Serious or repeated disregard for the instructions of either the Returning Officer or the University and its officers.
- 13.9 In all circumstances, the Returning Officer must notify the student and complainant of their right to appeal to the Executive.
- 13.10 The detail of the complaint and any student response must not be publicly notified by the Returning Officer, the complainant or the student until after the complaint process and appeal process (if undertaken) are both concluded and determinations have been made.
- 13.11 In the event that the Returning Officer rules a referendum question inconclusive the question shall fail.

Complaint Time Window

- 13.12 The Returning Officer must not investigate a breach of the rules reported after the close of the voting period, except where the allegation discloses facts that, if proved, they would render the referendum result unsafe.

Appeals against the Returning Officer

- 13.13 The Executive shall appoint an independent arbitrator, who must not be an ordinary member of OUSA, to resolve any appeal.
- 13.14 Decisions of the Returning Officer may be appealed to the Executive appointed independent arbitrator by any OUSA member.
- 13.15 No complaint of a breach of the rules will be heard by the independent arbitrator until the Returning Officer has ruled on the issue.
- 13.16 Any appeal against a decision of the Returning Officer must be lodged with the Secretary within five working days of the Returning Officer's decision.
- 13.17 All appeals must be in writing, disclose the grounds of the appeal, and the evidence supporting the appeal.
- 13.18 The Secretary must notify the appeal to the person who is the subject of the complaint and provide them with appeal documents within two working days of the appeal being lodged.
- 13.19 The Secretary must notify any parties to the appeal of the result of the appeal in writing as soon as reasonably possible after the independent arbitrator has considered the matter.
- 13.20 A decision of the independent arbitrator will be final and will bind the Executive.
- 13.21 The appeal, and any response to the appeal, must not be publicly notified by the Secretary, Returning Officer, Executive, independent arbitrator any party to the appeal, until the appeal has been finally determined.

Appeals against the Secretary

- 13.22 Where the Secretary has for any reason refused to accept a question, an appeal by the refused person against such refusal may be made to the Executive.
- 13.23 Any appeal must be delivered to the Secretary or President within twenty four hours after specific notice of such a refusal.
 - 13.23.1 If the appeal against the Secretary is made by the President, then the appeal must be delivered to any other member of the Executive.
- 13.24 Any appeal must be in writing and state the grounds for the appeal.
- 13.25 Any list of results must be advertised as provisional where it is produced:
 - 13.25.1 Before the period for lodging an appeal has expired; or
 - 13.25.2 Before an appeal has been determined.

Recount

- 13.26 A demand for a recount must be delivered to the Secretary, in writing, within five working days of the referendum result being released and must state fully the grounds upon which the demand is made.
- 13.27 The Executive will automatically grant a recount the first time that a student requests one.
- 13.28 No member of the Executive will vote on a demand for a recount in which they are interested.
- 13.29 The manner and form of any recount will be decided upon by the Executive in a manner consistent with the OUSA Constitution, and shall be conducted by the Returning Officer.
- 13.30 Any student may attend a recount.

Operational



Accident Reporting and Rehabilitation Policy

Category	Operational
Version	1
First ratified	Unknown
Last ratified	Unknown
Review date	1 February 2019

Related Policies, Documents and Legislation: Injury Prevention and Rehabilitation and Compensation Act 2001, Privacy Act 1993, Human Rights Act 1993, Health and Safety in Employment Amendment Act 2006, The Otago University Students' Association Health and Safety Policies and Procedures Manual, The Otago University Students' Association Record of Accident/Incident/Serious Harm form (Figure 2 Health and Safety Manual), The Otago University Students' Association: Collection and Release of Information Fact Sheet (Figure 9 Health and Safety Manual).

1. Policy Statement

- 1.1 A safe and healthy work environment will be promoted through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and the Otago University Students' Association has a specific accident reporting and investigation form that must be used in the event of all work accidents, incidents and Gradual Process Injury (GPI) type conditions. A staff member injured at work who needs medical treatment must provide the OUSA Secretary with a copy of the completed ACC forms, and, if time off work is also required, must provide a medical certificate.
- 1.2 The Otago University Students' Association is committed to initiating rehabilitation programmes whenever appropriate for work-related personal injury and for non-work personal injury. The aim is to assist optimum recovery, early return to work and resumption of normal lifestyle without delay. The benefits are greatest when the process is begun as soon as possible.
- 1.3 In support of the rehabilitation process, the Otago University Students' Association will provide supervision for work-related personal injury; suitable alternative duties where possible; and a Rehabilitation Plan in consultation with ACC Case Managers as appropriate. Staff are expected to participate fully in their own rehabilitation programme which will be established through a consultative approach. The injured person is entitled to support, advice and representation from their union or another nominated representative.
- 1.4 Medical information will be obtained with formal consent from the staff member and will be treated confidentially.
- 1.5 This policy applies to employees and executive of the Otago University Students' Association including fixed-term and part-time staff.

2. Purpose

- 2.1 To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.
- 2.2 Through planned rehabilitation, to manage proactively the early return of staff members to as normal a life as possible with regard to the consequences of the personal injury.

3. Interpretation

- 3.1 In this policy, unless the context otherwise requires –
 - Work-related personal injury** is a personal injury that the staff member suffers as set out in the Injury Prevention Rehabilitation and Compensation Act. This includes a definition of personal injury caused by a work-related gradual process, disease or infection.
 - Lost time accidents** are work-related personal injuries that result in more than one day off the job.
 - Treatment provider** means a registered medical practitioner if time off work is required, or a registered health professional such as a physiotherapist, chiropractor etc. if time off work is not necessary.
 - Rehabilitation** means a process of active change and support with the goal of restoring the staff member's health, independence and participation to the maximum extent practicable. It comprises of treatment, social rehabilitation, and vocational rehabilitation.
 - Rehabilitation plan** means an individualised rehabilitation programme to facilitate the early and safe return of the staff member to the same or equivalent duties as those previously performed on a long-term basis.
 - Alternative duties** are early return to work interventions. They may include alternative work, or other forms of action appropriate for the staff member. These duties are a temporary modification of the employee's work tasks. They must not aggravate the personal injury or delay healing, must be compatible with the business of the organisation, and be subject to regular review. A staff member may be fit for alternative duties from the occurrence of the personal injury, or when improvement has occurred following a period of being unfit for work.
 - Serious harm** means resulting in a condition that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function and/or any harm that causes the person to be hospitalised for a period of 48 hours or more.
- 3.2 For further information on exact legal definitions set out in the Injury Prevention Rehabilitation and Compensation Act, or the Health and Safety in Employment Amendment Act, contact the OUSA Secretary.

4. Responsibilities

- 4.1 To assist the Otago University Students' Association in meeting its aims in the prevention and management of work-related personal injury, there are responsibilities for the employer through managers working in partnership with employees.
 - Managers**
- 4.2. Managers are responsible for:
 - 4.2.1 Preventing accidents and injury by providing a safe and healthy work environment within their areas of operation;
 - 4.2.2 Taking all practicable steps to see that all staff in areas under their control are aware of the Otago University Students' Association accident reporting system, know where to obtain the appropriate form, and report such events when they occur;
 - 4.2.3 Arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur;

- 4.2.4 Recognising that the prompt return to work of a staff member is a normal practice and expectation;
- 4.2.5 Remaining in supportive contact with a staff member who is off work as a result of injury
- 4.2.6 Identifying suitable alternative duties, where possible, to enable an early return to work for the staff member;
- 4.2.7 Confirming that a rehabilitation plan is established, if appropriate, following a lost time accident;
- 4.2.8 Monitoring the staff member's progress towards recovery and the suitability of the alternative duties and/or rehabilitation programme;
- 4.2.9 Taking steps to see that appropriate levels of confidentiality are maintained consistent with the principles of the Privacy Act 1993; and
- 4.2.10 Reviewing health and safety management after a critical event, or if there is a change in work procedures or health and safety policy.

Staff Members

- 4.3 All staff are responsible for:
 - 4.3.1 Observing any established health and safety procedure that relates to the work performed;
 - 4.3.2 Participating in relevant health and safety training e.g. GPI prevention;
 - 4.3.3 Reporting and documenting all accidents, incidents and observed hazards to their manager (as per the Otago University Students' Association procedures below) and informing the manager if there is any requirement for time off work;
 - 4.3.4 Obtaining initial medical treatment from a registered Treatment Provider of his/her choice (this must be a registered medical practitioner if lost time is involved);
 - 4.3.5 Providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner to the OUSA Secretary in a timely manner;
 - 4.3.6 Participating in an appropriate rehabilitation programme including a return-to work programme which requires alternative duties or partial hours;
 - 4.3.7 Providing ongoing medical certificates to their manager; and
 - 4.3.8 Reporting non-work injuries resulting in time off to their manager as soon as possible to provide the Otago University Students' Association with the opportunity to assist through rehabilitation if appropriate.

OUSA Secretary

- 4.4 The OUSA Secretary is responsible for:
 - 4.4.1 Ensuring the consent form is signed in the event of an ACC claim and providing access to information about entitlements and about the collection and release of information;
 - 4.4.2 Acting as the rehabilitation co-ordinator. This includes providing information to staff members/managers/ executive;
 - 4.4.3 Liaison with ACC.

5. Non-Work Accidents

- 5.1 The Otago University Students' Association will, whenever appropriate, offer alternative duties to any staff member who has sustained a non-work personal injury.

6. Unscheduled Leave

- 6.1 Where leave is unscheduled (e.g. sick leave) the Otago University Students' Association will monitor and manage that leave.

- 6.2 Staff who are absent on sick leave should ensure that the appropriate manager or equivalent is informed at the earliest practicable time. Staff will also ensure that reasonable notice is given to the employer of pre-arranged requirements for sick leave e.g. a surgical procedure.
- 6.3 Sick leave absences are to be recorded and reported on timesheets given to accounts staff who will maintain individual leave records.

Appendix A: Procedures

7. Procedures

Pre-Employment Injury Prevention Procedures

- 7.1 Managers will check the information provided on the Application for Employment form to ensure that prospective staff members have stated that they are physically and medically fit to perform the duties of the position for which they have applied before appointment is finalised.

Record of Accident/Incident/Serious Harm

- 7.2 The Health and Safety in Employment Act places requirements an employer to record and investigate accidents and to report those involving "Serious Harm" to the Department of Labour, within 7 days of the event.
- 7.3 Information on the number and type of injuries and/or near miss incidents the Otago University Students' Association is experiencing is of vital importance. An accident reporting and investigation procedure helps to identify areas where hazards may exist and any risks to which staff and/or equipment may be exposed. The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.
- 7.4 The Otago University Students' Association Record of Accident/Incident/Serious Harm form (Figure 2) has been distributed to all managers and should be readily available to all staff through their supervisor/manager. Additional copies of the form can be obtained by contacting the OUSA Secretary.

Notification of Work-Related Accidents/Incidents

- 7.5 Whenever there is a work-related accident, incident or Serious Harm injury the staff member must take the following steps:
 - 7.5.1 Inform their manager or the OUSA Secretary as soon as possible after the accident/incident occurs;
 - 7.5.2 Complete the Otago University Students' Association Record of Accident/Incident/Serious Harm form, in conjunction with the manager, and send a copy to the OUSA Secretary within 48 hours of the event. In the case of "Serious Harm" the OUSA Secretary must be advised immediately. If there is no medical treatment and no lost time (i.e. the staff member is able to resume work the day after the accident) then this is the only form to be completed;
 - 7.5.3 If medical treatment is required and/or there is lost time, the staff member must, in addition to completing the form above, seek treatment from a Treatment Provider of their choice. (This must be a registered medical practitioner if lost time is involved.) ACC forms will need to be completed; and
 - 7.5.4 Provide copies of any completed ACC forms (and a medical certificate if lost time is involved) to the OUSA Secretary as soon as possible.

Accident/Incident Reporting and Investigation by Managers

- 7.6 In the event of a work-related personal injury or near miss incident, line managers must use the following procedures:
 - 7.6.1 Report and investigate the event as soon as possible after its occurrence by recording all details on the Otago University Students' Association Record of Accident/Incident/Serious Harm form, preferably in conjunction with the

employee. This form must be signed and forwarded to the Health and Safety Coordinator within 48 hours of the event where this is practicable. In the event of "Serious Harm" or a significant hazard the OUSA Secretary must be advised immediately so that Department of Labour can be advised.

- 7.6.2 Initiate and carry out an investigation. This must commence within 12 working hours of the event concerned. Information on the Otago University Students' Association Record of Accident/Incident/Serious Harm form may be expanded to outline fully the causes and recommend appropriate actions that should be taken to prevent recurrence. Relevant staff, the OUSA Secretary and other specialists may be involved as required.
- 7.6.3 Any hazard that is identified as the cause of the event must be eliminated, isolated or minimised in accordance with the requirements of the Health and Safety in Employment Amendment Act. For further assistance contact the Health and Safety Coordinator.
- 7.6.4 All corrective actions that have been identified must be carried out within the specified timeframes.
- 7.6.5 The investigation report will be reviewed by the OUSA Secretary to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act.
- 7.6.6 If the affected staff member is dissatisfied with the action taken or the action not taken by a manager in relation to a hazard then he/she may refer the matter to the OUSA Secretary who will provide assistance in resolving the situation.
- 7.6.7 All Record of Accident/Incident forms will remain on the Accident Register for a minimum of ten years.
- 7.6.8 When events result in "Serious Harm" take the following steps:
- 7.6.9 Make sure anyone injured or suspected of injury has received medical attention if necessary.
- 7.6.10 Do not interfere with the accident scene without the permission of an Inspector from the Occupational Safety and Health Service in the Department of Labour. The permission can be requested by telephone (refer to the number below).
- 7.6.11 Contact the OUSA Secretary, immediately who will in turn notify Department of Labour as soon as possible and advice on appropriate action.
- 7.6.12 After-hours a supervising person at the accident scene should notify the **Department of Labour. Phone 0800 20 90 20 or fax (03) 955 3274**, documenting the details of the call.
- 7.6.13 Complete the reporting and investigation procedures and take steps to eliminate, isolate or minimise any identified significant hazards. The injured person must also provide a medical certificate from the Treatment Provider and forward it to the OUSA Secretary as soon as possible (as practicable in the circumstances).
- 7.6.14 GPI type conditions may become "Serious Harm" and must be reported to Department of Labour (via the OUSA Secretary) if the following conditions are met:
 - The person is suffering from pain which is significantly more than discomfort, and considers it work related; and
 - The person is unable to carry out, or is directed not to carry out, normal duties for a period of more than seven calendar days irrespective of whether they take sick leave
- 7.6.15 As a further guideline, the following two conditions should also be considered:
 - The person has voluntarily or been directed to obtain medical help for the condition; and
 - A diagnosis of a GPI type condition that is or could be work related is made by a medical practitioner.

Gradual Process Injury

- 7.7 GPI type conditions must also be reported and investigated on the Record of Accident/Incident/serious Harm form as there is a potential for “Serious Harm” to occur (see above).
- 7.8 Where the affected employee has early warning symptoms of discomfort and has not been to a treatment provider, the supervisor must be notified, a workstation assessment undertaken and actions taken to prevent the condition from deteriorating further. (See Gradual Process Injury Prevention Policy for more detail).

Appendix B: Rehabilitation Procedure

8. Procedures

Early Return to Work

- 8.1 A staff member who has experienced work-related personal injury and who has taken time off to recover will be supported in a return to work as early as possible and in accordance with medical advice. This involves a partnership between the staff member, the manager, the OUSA Secretary, and the medical treatment providers (including ACC personnel) as may be appropriate in the circumstances. At any stage the staff member can be accompanied by a representative or support person. An early return to work may involve a modification of the person’s working environment, alternative duties for a temporary period, and/or changes to the normal hours of work.

Medical Information

- 8.2 The staff member must give a copy of their completed ACC forms, or medical certificate, from the treatment provider (this must be a registered medical practitioner if lost time is involved), to the OUSA Secretary. The Health and Safety Coordinator will ensure that the consent statements are signed on the Accident/Incident/Serious Harm form. The consent relates only to information relevant to the claim.
- 8.3 The medical certificate will state the staff member’s capacity or incapacity for work and specify a date for review (second visit) by the treatment provider. Selected or restricted activities may also be specified for a certain period of time. If the injured person is off work for more than seven consecutive days they must provide a medical certificate confirming they are “fit for work” to the OUSA Secretary before resuming duties.

Capacity to Work and the Provision of Alternate Duties

- 8.4 The provision of suitable alternative duties is an essential part of rehabilitation. Alternative duties are aimed at providing appropriate and productive work while a staff member rehabilitates to his/her former role. This is a pro-active approach to enable a staff member to return to work as quickly as possible and maximise the chances of full recovery.
- 8.5 The manager, in consultation with others as appropriate, will try to identify suitable alternative duties after considering:
- 8.5.1 The nature and severity of the illness/injury;
 - 8.5.2 The medical information provided and the restrictions imposed by treatment providers;
 - 8.5.3 The previous work undertaken by the staff member;
 - 8.5.4 The predicted timeframe for rehabilitation (if known); and
 - 8.5.5 The duties available in the department or elsewhere in the Otago University Students’ Association.
- 8.6 In most situations the staff member will return to work as early as practicable in the circumstances in accordance with the selected/restricted activities indicated on the medical certificate. Alternative duties, reduced hours of work and/or modifications to the person’s working environment will be incorporated as appropriate.

- 8.7 In some cases further communication is required with the relevant treatment provider in order to obtain a more detailed medical assessment of a staff member's capacity to work in relation to the alternative duties that are available. Information on the suggested alternative duties will usually be forwarded to the treatment provider for consideration and comment. The Personnel Officer will assist with this process.
- 8.8 In more complex situations, often involving longer-term absence from the workplace, an initial rehabilitation meeting will be held as soon as feasible involving the staff member, the manager, the Personnel Officer and others as appropriate to the circumstances. The possibility of suitable alternative duties will be discussed as part of a programme for a graduated return to former duties, as practicable.

Regular Review

- 8.9 The manager will review the rehabilitation programme in consultation with the staff member at regular intervals (usually every 2 weeks) involving others as appropriate. Where uncertainty exists about the suitability of duties being performed or where the progress of a staff member is slower than anticipated, the manager via the Personnel Officer will seek additional professional assistance as appropriate.

Incapacity for Work

- 8.10 Where a staff member is unable to perform any of the duties of his/her job then they are regarded as being "incapacitated" for work. The manager will keep in regular contact.
- 8.11 The manager and Personnel Officer and/or Health & Safety Co-ordinator will consult with the staff member, and the treating medical provider(s) to determine any additional assistance that may be required to enhance recovery and achieve an eventual return to work. An independent assessment, paid for by the Otago University Students' Association, may be required to assist the process of recovery.

Alternative Placement or Permanent Disablement

- 8.12 If at any point it becomes clear that a staff member will be unable or is unlikely to return to former duties as a result of work-related personal injury, the Otago University Students' Association will explore the possibility of suitable alternatives. The staff member, the manager, the Personnel Officer and others involved in the rehabilitation process will work together to explore the options that are available.
- 8.13 When an employee's personal injury is so severe as to prevent him/her returning to their former position and all available options have been fully explored, then termination of employment will be considered in accordance with the relevant employment contract. Where appropriate, referral will be made to services outside the University for further support appropriate to the circumstances.

Non-Compliance for Rehabilitation

- 8.14 Staff members are required by law to co-operate and participate in the rehabilitation process. The Injury Prevention Rehabilitation and Compensation Act allows the Workplace Injury Claims Manager to suspend or decline statutory entitlements where this does not occur. Prior to taking any such action every effort will be made to involve the staff member in the rehabilitation process by:
- 8.14.1 Outlining the staff member's responsibilities in the rehabilitation process in writing;
 - 8.14.2 Contacting the staff member and asking her/him to clarify the reasons for non-compliance in writing;
 - 8.14.3 Revising the rehabilitation plan if appropriate; and
 - 8.14.4 Giving written notice of a proposed suspension of entitlements with a reasonable notice period.

- 8.15 The Otago University Students' Association rehabilitation process will conclude when the staff member:
- 8.15.1 Resumes normal duties (with appropriate medical clearance and monitoring); or
 - 8.15.2 Returns to his/her original position with agreed modified duties and/or hours of work; or
 - 8.15.3 Is appointed to a suitable alternative position; or
 - 8.15.4 Does not comply with the rehabilitation process and has entitlements suspended;
or
 - 8.15.5 Ceases to be employed by the Otago University Students' Association.

9. Measures of Effectiveness

- 9.1 The OUSA CEO shall take necessary measures to collect statistics on workplace injury.
- 9.2 This data shall be used to inform decisions made in relation to this policy, and measure the effectiveness of any changes made.



Capital Expenditure Policy

Category	Operational
Version	2
First ratified	03 August 2005
Last ratified	04 July 2018
Review date	04 July 2019

Note: This policy outlines the appropriate procedures for responsible capital expenditure.

1. Purpose

- 1.1 OUSA endeavours to use student funds in a responsible manner. Below sets out the regulations for capital expenditure to ensure transparency and accountability.
- 1.2 Capital expenditure applies to all expenditure that gives economic benefit for greater than one financial year and is above the value of \$500.

2. Application and Division

- 2.1 This policy applies to the budgeting and expenditure of all capital revenue within OUSA.
- 2.2 There shall be three capital expenditure areas in the OUSA budget, and these shall be designated:
 - 2.2.1 Minor Capital Expenditure;
 - 2.2.2 Major Capital Expenditure;
 - 2.2.3 Exceptional Capital Expenditure.

3. Minor Capital Expenditure

- 3.1 This applies to all capital purchases between the values of \$500 and \$10,000.
- 3.2 The Chief Executive Officer shall normally be the cost centre controller for this area, subject to the standard cost centre controller approval processes.

4. Major Capital Expenditure

- 4.1 This applies to all capital purchases of greater value than \$10,000, excluding those regarded as Exceptional Capital Expenditure.
- 4.2 Any Major Capital Expenditure shall require the approval of the Executive.

- 4.3 The Chief Executive Officer shall be responsible for bringing to the attention of the Finance and Expenditure Committee any necessary purchases that may be made from this fund.
- 4.4 The Finance and Expenditure Committee is responsible for making recommendations to the Executive on spending of this nature.

5. Exceptional Capital Expenditure

- 5.1 This applies to all capital purchases that will have a material effect on OUSA's services and/or facilities.
- 5.2 Any Exceptional Capital Expenditure shall require Executive approval based on recommendations from the Finance and Expenditure Committee.
- 5.3 The Executive should consult with the Student Body on spending of this nature.



Charitable Donations Policy

Category	Operational
Version	1
First ratified	26 March 2013
Last ratified	26 March 2013
Review date	1 February 2019

Related Policies and Documents: OUSA External Policy and Grants Policy.

1. Purpose

- 1.1 The Executive recognises the ever-changing need for different charitable organisations and as such has set guidelines, which shall be examined but not necessarily enforced when approving charitable donation requests.
- 1.2 The criteria must be adhered to when granting charitable donation requests.

2. Definitions

- 2.1 For the purposes of this policy, Charitable Donations are:
 - 2.1.1 Gifts that are given by OUSA to charities or private foundations for the purpose of increasing social well-being.

3. Guidelines for the Granting of Charitable Donations

- 3.1 Donations should be granted to an organisation from at least one of the following groups:
 - 3.1.1 Bodies which directly affect students;
 - 3.1.2 Bodies which directly affect OUSA; and/or
 - 3.1.3 Bodies which are local community-based

4. Criteria for the Granting of Charitable Donations

- 4.1 Donations for the calendar year shall not exceed \$1000.
- 4.2 The Executive shall seek recognition and/or advertising in return for donations where applicable.
- 4.3 Charitable Donations must not counter external policy



Contractor Health and Safety Policy

Category	Operational
Version	2
First ratified	1 June 2006
Last ratified	26 August 2008
Review date	1 February 2019

Related Policies and Documents: Health and Safety in Employment Amendment Act 2006, Health and Safety in Employment Regulations 1995 and OUSA Health and Safety Policy and Procedural Manual.

1. Policy Statement

- 1.1 The Otago University Students Association is firmly committed to the provision of a safe and healthy workplace for contractors and sub-contractors in accordance with its Occupational Health and Safety Policy and with its duties under the Health and Safety in Employment Amendment Act 2006, and related legislation and regulations. In meeting these requirements the Otago University Students Association seeks to:
- 1.1.1 Ensure that contractors and subcontractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on Otago University Students Association premises;
 - 1.1.2 Promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials and safe practices at all times; and
 - 1.1.3 Maintain a list of "preferred" contractors of the Otago University. These will be the businesses that are eligible to tender for work for the Otago University Students Association in terms of meeting or exceeding the Otago University Students Association's standard for health and safety documentation.
- 1.2 This policy applies to all staff who engage contractors and sub-contractors to carry out work for the Otago University Students Association. The following procedures must be followed by staff who arrange capital and maintenance work including IT cabling and wiring, electrical work, cleaning, security and similar works. Managers in departments who employ contractors to install, service, maintain or operate plant, equipment or machinery are also included. In the case of individual contracts for teaching, consultancy reports or similar activities, the contractor or subcontractor's terms and conditions should include relevant health and safety arrangements.

2. Purpose

- 2.1 To set out the Otago University Students Association's commitment to a safe and healthy work environment and to outline responsibilities for pro-actively managing risks and preventing accidents.

3. Interpretation

- 3.1 In this policy, unless the context otherwise requires –
Principal means a person who engages any person (other than an Otago University Students Association employee) to do any work for gain or reward.
Job manager means a properly authorised officer of the Otago University Students Association, appointed for the purpose of overseeing the contract and ensuring that the health and safety of people and property is protected.
Contractor means a person engaged by the Otago University Students Association (other than an Otago University Students Association employee) to do any work for gain or reward.
Sub-contractor means a person engaged (other than as an employee) by any contractor or sub-contractor to do any work for gain or reward.

4. Responsibilities

- 4.1 The Job Manager is responsible for:
- 4.1.1 Assessing the size of the job and the potential risk that may be involved, and deciding whether the contract should be categorised as a major or minor work;
 - 4.1.2 Receiving the appropriate Health and Safety documentation from a contractor and forwarding it to the OUSA Secretary for assessment and approval when the required standard is met;
 - 4.1.3 Ensuring health and safety matters are properly addressed in the contract and monitoring the health and safety performance of the contractors and subcontractors on the job, making sure certificates of competence are held by contractors for any project requiring:
 - 4.1.3.1 Diving;
 - 4.1.3.2 Use of power actuated tools; or
 - 4.1.3.3 Setting up and taking down scaffolding (requirements for certificates of competence are listed under Part 3 of the Health and Safety in Employment Regulations 1995).
- 4.2 The Contractor must ensure safety for employees and students, as well as the Contractor and his/her employees. The legally prescribed health and safety standards must be complied with by the Contractor and contract-specific health and safety standards may need to be identified for management. If the Contractor provides evidence of current ACC Workplace Safety Management Practice / ACC Partnership Programme Certification, then OUSA will accept this as meeting our health and safety requirements.
- 4.3 The OUSA Secretary is responsible for:
- 4.3.1 Evaluating the health and safety documentation of contractors and sub-contractors who are to carry out work for the Otago University Students Association to assess compliance with the Otago University Students Association's requirements; and
 - 4.3.2 Maintaining an up to date list of approved contractors and ensuring it is available for reference to potential job managers.

5. Appendix A: Procedures Pre-Selection

- 5.1 Before a contract is awarded, the person acting as the Job Manager must evaluate the safety performance and competency of potential contractors to ensure the Contractor can carry out the job safely. The Otago University Students Association has developed slightly different procedures for outlining the health and safety requirements for contractors carrying out work within the Otago University Students Association depending on whether they are for major or minor works. While the health and safety standards overall do not differ for the two groups, it is recognised that smaller contractors are not as likely to have fully developed their own health and safety systems or that the risks involved in their work may be less in range or severity.

Criteria for Consideration

- 5.2 What is the nature of the work, e.g. location, type of activity, time scale for completion, number of contractors on site etc.?
- 5.3 What financial costs are involved?
- 5.4 What hazards that could impinge on the work of the Contractor (e.g. science laboratories or other areas where there are protocols for restricted entry) are currently identified on the site or could be introduced during the project?
- 5.5 Are there any existing drawings and what relevant information do they show?
- 5.6 Are there site-wide factors to be considered, e.g. site access and exit, loading/unloading areas, exclusion of pedestrians, Otago University Students Association rules, requirements of current users of the site?
- 5.7 If the Job Manager is in any doubt about which contract applies, then the more comprehensive procedure for major works should be used.

Procedures for Contract (including ongoing maintenance contracts)

- 5.8 The Job Manager requests the following information from the contractor:
 - 5.8.1 Health and Safety Policy and Procedures;
 - 5.8.2 Hazard Management Procedures;
 - 5.8.3 Certificates of Competence;
 - 5.8.4 Safety Training Systems (induction procedures, training records and the training of contractors and sub-contractors);
 - 5.8.5 Accident Recording and Investigations systems; and
 - 5.8.6 Emergency Procedures

Meeting the Health and Safety Standard

- 5.9 The information for contracts is forwarded to the OUSA Secretary who assesses it against the Otago University Students Association health and safety standard. If the standard is not met, further information is sought. Once the documentation has been approved it does not have to be resubmitted for other contracts within a period of 2, 3 or 5 years (depending on the frequency or type times on campus per year) unless there is a need to do so in the case of an accident or non-compliance with the policy.

Health and Safety Agreement

- 5.10 Prior to the Contractor starting the job, the Job Manager will ensure that:
 - 5.10.1 Details of any specific hazards that may be relevant to the contract work are provided to the Contractor;
 - 5.10.2 The Contractor has provided details of any hazards that they will be bringing onto the site or any hazards that may be created as a result of the nature of the work being undertaken;
 - 5.10.3 The Contractor's employees have received the safety training required for the specific job including protocols for issuing keys or entry to restricted areas;
 - 5.10.4 Emergency and personal protective equipment is made available by the Contractor;
 - 5.10.5 The Contractor is advised on miscellaneous matters, such as how to activate the fire alarm, the location of fire extinguishers and first aid assistance, escape possibilities, and where and to whom the Contractor should report in case of an emergency situation, or an accident; and
 - 5.10.6 There are strategies for on-site communications (e.g. site meetings).

“On The Job” Control Measures

- 5.11 Regular review meetings are to be held with the Contractor throughout the duration of the contract which include an evaluation of the Contractor's safety performance.
- 5.12 The Job Manager is also responsible for the following:
 - 5.12.1 Carrying out unannounced safety checks of the Contractor's activities while work is in progress;
 - 5.12.2 Requesting prompt rectification by the Contractor, (via the Architect or Engineer, where the Conditions of Contract require this), for any breaches of the safety requirements laid down in the Contractor Health and Safety Agreement;
 - 5.12.3 Confirming such compliance instructions in writing to the Contractor; and
 - 5.12.4 Documenting periodic post-contract evaluations of the contractor's health and safety performance.

Measures of Effectiveness

- 5.13 The Health and Safety documentation of all contractors meets the required standard. All contractors on campus comply with the Otago University Students Association's health and safety procedures and requirements.

6. Related Policies, Procedures and Forms

- 6.1 Codes of Practice for OUSA and PDML that could be used at any time in relation to contractors:
 - 6.1.1 Approved Code of Practice for Cranes
 - 6.1.2 Approved Code of Practice for Demolition
 - 6.1.3 Approved Code of Practice for Forklifts
 - 6.1.4 Approved Code of Practice for Management for Noise Control
 - 6.1.5 Approved Code of Practice for Power-Actuated Hand-Held Fastening Tools
 - 6.1.6 Approved Code of Practice for Power-Operated Elevating Working Platforms
 - 6.1.7 Approved Code of Practice for Safe Handling, Transportation and Erection of Pre-Cast Concrete
 - 6.1.8 Approved Code of Practice for the Safe Erection and Use of Scaffolding



Delegated Authorities Policy

Category	Operational
Version	2
First ratified	17 August 2005
Last ratified	04 July 2018
Review date	04 July 2019

Note: This policy outlines the procedures and practices for delegating authorities within OUSA.

1. Purpose

- 1.1. The purpose of this policy is to set the authority levels and responsibilities of the Student Executive and the Chief Executive Officer (CEO) of the Otago University Students' Association.
- 1.2. This policy does not cover all responsibilities of the named parties, it is only intended to show areas of delegated authorities on behalf of OUSA. Full responsibilities of individual roles can be found on individual job and position descriptions.
- 1.3. Responsibility for achieving the direction and objectives of OUSA, through leadership and management of OUSA affairs and activities, are delegated to the CEO.

2. Strategic Planning

- 2.1. To ensure OUSA is moving forward in a purposeful and managed fashion, it is essential that OUSA has an up-to-date and relevant strategic plan; the plan should reflect the goals and objectives of OUSA as determined by the Executive and the Student Body.
- 2.2. The CEO has responsibility for ensuring that a strategic plan is in place.

3. Financial Management

- 3.1. The CEO is responsible for the following:
 - 3.1.1. Implementing controls, systems and processes to manage and protect the resources of OUSA and meeting the external and internal reporting needs of OUSA.
 - 3.1.2. Obtaining appropriate professional investment advice to ensure OUSA invests in a responsible manner.
 - 3.1.3. Consulting with the Finance and Expenditure Committee (FEC) when considering investment options.
 - 3.1.4. Ensuring funds are set aside to meet future objectives and commitments.

4. Budget

- 4.1. Preparation, monitoring and reporting of the annual Executive general and Executive portfolio budgets is the responsibility of the Finance Officer in consultation with the rest of the Executive.
- 4.2. Preparation, monitoring and reporting of all other OUSA budgets is the responsibility of the CEO.
- 4.3. The CEO is responsible for the submission of the annual Service Level Agreement budget to the University.

5. Human Resources

- 5.1. The CEO shall be employed by, and report to the Executive, with immediate supervision delegated to the President.
 - 5.1.1. The President shall be responsible for setting annual KPIs in consultation with the CEO.
 - 5.1.2. The President shall be responsible for the CEO's annual performance review based on the CEO's KPIs and job description; and making any recommendations to the Executive for any bonus payments and annual salary increases, adhering to conditions in the CEO's employment agreement.
 - 5.1.3. Approval for any bonuses and/or salary increases requires Executive approval.
- 5.2. The CEO has full delegated authority for all other employment matters and shall therefore employ all other OUSA employees, including recruitment, development and performance of all employees.
 - 5.2.1. The CEO is responsible for industrial negotiations with the TEU for the OUSA/TEU Collective Employment Agreement.
 - 5.2.2. The CEO is responsible for authorising payroll, including all overtime (advanced approval required) and any leave taken in advance.
 - 5.2.3. The CEO is responsible for ensuring that OUSA is an equal opportunities employer.

6. Signing Authorities

- 6.1. All payments made by OUSA require signing and online approval by an authorised Executive member (Finance Officer, President or Administrative Vice President) and an authorised staff member (CEO or Association Secretary).
- 6.2. All reimbursements require the approval of the CEO, this must be obtained before expenditure is committed.
- 6.3. All credit card statements require CEO review.
- 6.4. Executive Delegated Authorities:
 - 6.4.1. All deeds (including leases and property purchases) and applications to open bank accounts or new investments require Executive approval and the affixing of the Common Seal
 - 6.4.2. Any payments in excess of the CEO's delegated authority require co-signing by an authorised Executive member (Finance Officer, President or Administrative Vice President).
 - 6.4.3. The President, Finance Officer and Administrative Vice President have delegated authority to commit to expenditure up to a value of \$2,500 from the Executive general or Executive portfolio budgets (within approved budget limits).
 - 6.4.4. Full Executive approval is needed for capital expenditure in excess of \$10,000 on the recommendation of FEC.
 - 6.4.5. Full Executive approval is needed for contracts that span more than one budgetary cycle, on the recommendation of FEC.

- 6.5. CEO Delegated Authorities:
 - 6.5.1. Expenditure to the value of \$100,000 (within budgetary limits).
 - 6.5.2. Capital expenditure to a value of \$10,000 for individual items.
 - 6.5.3. Signing of contracts, within budget limits and that expire within budgetary period.
 - 6.5.4. Approval of new staff credit cards.
 - 6.5.5. Approval for access to accounting software and operating authority for Inland Revenue (including online).
 - 6.5.6. Approval of delegated authority for expenditure for individual staff members to a maximum of \$10,000 (to be recorded on schedule of delegated authority).



Emergency Communications Policy

Category	Operational
Version	1
First ratified	3 September 2013
Last ratified	3 September 2013
Review date	1 February 2020

Related policies and forms: OUSA Emergency Communications Policy Appendix I I005a-2013 and OUSA Emergency Contact Persons.

1. Purpose

- 1.1 It is vital that communications are efficient in an emergency situation. This Policy aims to facilitate OUSA's role in effecting that communication to the wider community.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
Emergency is an event that can cause death or significant injuries to staff, students, or the public; or that can suspend business, disrupt operations, create significant physical or environmental damage, or threaten the University's financial standing or public image.
Emergency Communications Team is a team that comprises of staff from the communications section of the Division of Marketing and Communications and is managed by the Head of Communications. The Emergency Communications Team is formed when the Vice-Chancellor declares a State of Campus Emergency.

3. Methods of Communication

- 3.1 The sites that will be available to disperse messages in an emergency that warrant the Emergency Communications Team to collaborate are:
- 3.1.1 The Otago University Students' Association Facebook page;
 - 3.1.2 Critic – Te Arohi Facebook page; and
 - 3.1.3 Radio One 91fm Facebook page.

4. Appendix A: Procedures

- 4.1 The OUSA Marketing and Communications Coordinator is to be made an administrator on all 'key' social media pages run by OUSA and its media affiliates.
- 4.2 In the case of an emergency, communications will go through:
- 4.2.1 Marketing and Communications Coordinator
 - 4.2.2 OUSA Chief Executive Officer
- 4.3 The Marketing and Communications Coordinator or the Chief Executive Officer will then advise:

- 4.3.1 Radio One Manager,
- 4.3.2 Critic Editor, and
- 4.3.3 OUSA Student Support Manager.

5. Appendix B: Contact Details

Purpose

- 5.1 The purpose of this Appendix is to give up to date contact information and website information to go alongside the OUSA Emergency Communication Policy I005-2013.

Contact Details Form

- 5.2 The contact details of all persons to be contacted in the event of an emergency will be stored in a separate document "OUSA Emergency Contact Persons."
- 5.3 This will include all of the persons holding the titles listed in Appendix A, as well as:
 - 5.3.1 Any other persons that the Administrative Vice President deems necessary;
 - 5.3.2 Any details of other communication methods that the Administrative Vice President deems necessary.
- 5.4 This document is to be updated yearly, by no later than the 1st of March.



Employee Participation in Health & Safety Agreement

Category	Operational
Version	1
First ratified	26 August 2008
Last ratified	26 August 2008
Review date	1 February 2019

Related Policies and Documents: OUSA Employment Policy.

1. Purpose

- 1.1 The purpose of this agreement is to improve health and safety in the workplace by promoting cooperation between the employer, employees, executive and the union or unions representing the employees, and by ensuring all workers are provided with reasonable opportunity to be actively involved in the ongoing management of health and safety.
- 1.2 This agreement is to be read in conjunction with all other health and safety provisions contained in collective or individual employment agreements.
- 1.3 The parties to this agreement agree that the following matters shall be the worker participation system for the purpose of complying with the employee participation requirements of the Health and Safety in Employment Act 1992.

2. Health and Safety Representatives

Number of Health and Safety Representatives

- 2.1 There shall be at least one (1) health and safety representative for each designated work area. See schedule 1 of this agreement for all designated work areas.

Election of Health and Safety Representatives

- 2.2 Each health and safety representative is to be elected by secret ballot conducted by the Association Secretary by those workers in the designated work area the health and safety representative will represent.
- 2.3 If there is only one candidate for the position of health and safety representative there is no need to hold an election and that person shall automatically fill the position.

- 2.4 When the position of health and safety representative becomes vacant another election shall be held in the relevant designated work area following the same procedure as set out above.

Functions of Health and Safety Representatives

- 2.5 The functions of the health and safety representative are contained in schedule 2 and should be read in conjunction with the Health and Safety Policy.

Health and Safety Representative Training

- 2.6 Each elected health and safety representative shall be entitled to two days paid leave per year to attend a training course approved under section 19E of the Act.
- 2.7 Health and safety representatives who are members of the union may attend relevant training agreed between the OUSA and the union, ensuring that at least 14 days' notice is given to the employer of the leave required to attend the training.

3. Health and Safety Committee

- 3.1 The parties may agree to establish (or retain) a Health and Safety Committee. The parties agree that the functions of the health and safety committee are separate and distinct from those of the health and safety representatives.
- 3.2 To avoid any doubt, an employee may be a member of the Health and Safety Committee and a health and safety representative.

Membership of the Committee

- 3.3 See schedule 3 for the membership of the Health and Safety Committee.

Functions of the Committee

- 3.4 The functions of the Health and Safety Committee are contained in schedule 4 of this agreement.

Frequency of Committee meetings

- 3.5 The committee or committees shall meet quarterly or at more regular intervals by agreement.

Notification of committee meetings

- 3.6 All employees must be notified of upcoming committee meetings and must be given a reasonable opportunity to provide input.

Outcomes of committee meetings

- 3.7 All employees must have an opportunity to assess the outcomes of committee meetings.

4. Review of System

- 4.1 This worker participation system shall be reviewed every 12 months or more regularly by agreement.

5. Right to Refuse Dangerous Work

5.1 Every employee may refuse to do work if the employee believes that the work that the employee is required to perform is likely to cause serious harm to him or her.

5.2 In the event that a worker refuses to perform work he or she believes is likely to cause serious harm the following steps must be taken:

5.2.1 The worker must advise their supervisor.

5.2.2 The worker must perform any other work within the scope of his or her employment agreement that the employer reasonably requests.

5.2.3 Guidance about process is provided in s28A of the Act.

6. Hazard Notices

6.1 A hazard notice may be issued by a trained health and safety representative in the following circumstances:

6.1.1 If a trained health and safety representative

6.1.1.1 Believes on reasonable grounds that there is a hazard in the place of work of the representative's employer; and

6.1.1.2 Has brought the hazard to the attention of the employer; and

6.1.1.3 Has discussed or attempted to discuss with the employer steps for dealing with the hazard, and

6.1.1.4 The employer refuses to discuss, or take steps to deal with, the hazard; or

6.1.1.5 The employer and representative do not agree on the steps that must be taken or the time within which the steps must be taken to deal with the hazard; or

6.1.1.6 The representative believes on reasonable grounds that the employer has failed to meet the requirements of section 6 of the Act in relation to the hazard within a time agreed during the discussion.

6.2 When a trained health and safety representative issues a hazard notice an inspector must be notified immediately.

7. General Policy in Relation to Employee Participation

7.1 The OUSA must provide reasonable opportunities for the employees to participate effectively in ongoing processes for improvement of health and safety in the employees' places of work.

8. Parties to this Policy

8.1 The following are to co-operate in good faith to ensure the effective ongoing improvement of health and safety:

8.1.1 Employer,

8.1.2 Employees, and

8.1.3 Unions

9. Review

9.1 This worker participation system shall be reviewed annually.

10. Schedule

Schedule 1. Designated Work Area

Site locations:

- 10.1 640 Cumberland Street ground floor and the Student Support Centre.
- 10.2 Recreation Building Albany Street and all recreation buildings managed by Recreation including: the Aquatic Centre, the Squash Building, and Yacht Club.
- 10.3 640 Cumberland Street first floor including Planet Media Dunedin Limited offices comprising of Critic, Radio One and Planet Media Sales.

Schedule 2. Functions of the Health and Safety Representative

- 10.4 Each Health and Safety Representative has the functions contained in Part 2 of Schedule 1A of the Health and Safety in Employment Act 1992. Those functions are:
 - 10.4.1 To foster positive health and safety management practices in the place of work;
 - 10.4.2 To identify and bring to the employer's attention hazards in the place of work and discuss with the employer ways that the hazards may be dealt with;
 - 10.4.3 To consult with inspectors on health and safety issues;
 - 10.4.4 To promote the interests of employees in a health and safety context generally and in particular those employees who have been harmed at work, including in relation to arrangements for rehabilitation and return to work; and
 - 10.4.5 To carry out any functions conferred on the representative by—
 - 10.4.5.1 A system of employee participation (if a system is developed under [section 19C](#)); or
 - 10.4.5.2 The employer with the agreement of the representative or a union representing the representative, including any functions referred to in a code of practice

Additional functions of Health and Safety Representatives

- 10.5 Health and safety representatives must be advised of any inspection, visit or audit undertaken in relation to health and safety;
- 10.6 Must be given an opportunity to meet with the person undertaking the inspection, visit or audit;
- 10.7 A health and safety representative must be given an opportunity to meet with any new employees, temporary employees or contractors who will be working in the relevant designated work areas

Schedule 3. Membership of the Health and Safety Committee

- 10.8 Management should have an equal number of representatives on the committee or each committee if there is more than one. But there should not be more representatives of management on the committee than worker representatives.
- 10.9 The Health and Safety Committee shall comprise of the following people:
 - 10.9.1 OUSA Chief Executive Officer (Chair)
 - 10.9.2 OUSA Secretary
 - 10.9.3 Health and Safety Representatives
 - 10.9.4 The Association Secretary
 - 10.9.5 The Recreation Manager

Schedule 4. Functions of Health and Safety Committee

- 10.10 The Health and Safety Committee shall be responsible for providing advice on matters pertaining to health and safety and making recommendations to the Chief Executive Officer on matters including, but not limited to:
- 10.10.1 Compliance with this policy;
 - 10.10.2 The production of a Health and Safety Manual which includes reporting systems for accidents and hazardous incidents, and the safety rules to be observed;
 - 10.10.3 Reports of accidents or hazardous incidents;
 - 10.10.4 Suggestions and complaints from employees relating to occupational health and safety;
 - 10.10.5 Reports from the Department of Labour and OSH;
 - 10.10.6 The working environment, including workplace design and procedures;
 - 10.10.7 Proposals for new or altered premises, devices, work processes, and work methods, and any other changes likely to materially affect health and safety;
 - 10.10.8 The selection, provision, proper use, and maintenance of safety equipment;
 - 10.10.9 Hazardous substances and situations within the workplace; and
 - 10.10.10 Safety training programmes for employees, including Health and Safety Committee members.



Employment Policy

Category	Operational
Version	2
First ratified	26 August 2008
Last ratified	3 September 2013
Review date	1 February 2019

Note: This policy outlines general responsibilities, rights, expectations, and procedures to be followed by OUSA staff.

1. Purpose

- 1.1 The following contains statements of human resource policies to be followed by all staff.
- 1.2 These written policies have been drawn up to increase understanding, and to provide clear guidelines for decisions on matters of importance to the Otago University Students' Association (OUSA). It is the responsibility of all managerial and supervisory staff to ensure that the policies are understood by all employees and that they are interpreted and administered uniformly.
- 1.3 No policy, contract or agreement can contradict the OUSA Constitution or SGM policy. Where a contradictory clause is found, it shall be void to the extent necessary to remove the contradiction.
- 1.4 All staff are required to familiarise themselves with the objectives of the Association as outlined in the Constitution. As at February 2012 these are:
 - 1.4.1 Any income, benefit or advantage shall be used within New Zealand for the following charitable objectives of the Association:
 - 1.4.2 To foster culture and recreation within the University environment.
 - 1.4.3 To advocate for and protect its members.
 - 1.4.4 To support and represent members of the Association in attaining their educational and academic goals.
 - 1.4.5 To promote the interests of the Association and its future members.
 - 1.4.6 To promote university education participation in New Zealand.
 - 1.4.7 To work in accordance with the Treaty of Waitangi and the laws of New Zealand.

2. Policy Clarification and Enforcement

- 2.1 For clarification or for guidance on any point, employees are asked to consult their supervisor or the Chief Executive Officer.
- 2.2 Breach of this policy may result in disciplinary action from the relevant supervisory authority.

3. Association Ethics

- 3.1 OUSA expects all employees to conduct all activities they undertake on behalf of the Association in compliance with all legal, statutory, and regulatory requirements.
- 3.2 Each member of the Association's staff has an obligation to behave at all times with honesty and propriety as OUSA depends on its reputation for integrity and on the trust and confidence of everyone with whom we deal

- 3.3 We also have an obligation to act fairly and ethically in all our dealings with either our members or our customers in the provision of goods and/or services in exchange for their payment for those goods and/or services.
- 3.4 Furthermore, we have an obligation to our employees to provide a safe working environment, to ensure all employees are treated equally, fairly and reasonably, and to meet the obligations outlined in all employment agreements.

Political Contributions

- 3.5 Employees are not permitted to donate any of the Association's funds, products, services, or other resources to any political party, or candidate.

Conflict of Interest

- 3.6 Any staff member who is an OUSA member is entitled to run for office in OUSA, but upon taking office, they must resign their employment with OUSA, except where the office attained is either that of Chair of the SGM. Executive members cannot also be employees of the Association or PMDL.

4. Employer/Employee Relationships

- 4.1 The primary responsibilities of OUSA to its employees may be summarised as follows.
- 4.2 To meet the terms of employment agreements.
- 4.3 To provide a safe and healthy work environment that enables employees to contribute as effectively as possible to the pursuit of the Association's aims and objectives.
- 4.4 To foster the professional development of all employees, in alignment with organisational needs and capacities
- 4.5 The primary responsibilities of employees may be summarised as follows:
 - 4.5.1 To fulfil the requirements of their employment agreements, including upholding and implementing the Association's policies and procedures.
 - 4.5.2 To contribute as effectively as possible to the pursuit of the Association's goals.

5. Association Information and Resources

Accurate Books and Accounts

- 5.1 All payments and other transactions must be properly authorised and be accurately and completely recorded on the Association's books and records in accordance with accepted accounting principles. No employee will make false, incomplete, or misleading entries, nor will undisclosed or unrecorded funds be established for any purpose. No funds are to be placed in any personal account unless the proper authorisation procedures have been followed.
- 5.2 All assets must be properly protected and asset records regularly compared to actual assets. Proper action should be taken to reconcile any difference between the two.

Loan of the Association's Equipment

- 5.3 Items of equipment and supplies that are the property of OUSA's may be loaned to the Association's employees for their personal use outside the premises. Such loans will be made by the Association subject to the following conditions:
 - 5.3.1 Items will not be required for immediate use by the Association.
 - 5.3.2 Any damage or loss of items will be the responsibility of the employee.
 - 5.3.3 All loans are to be approved in writing by the person with authority over the item before items are removed from the premises.

Intellectual Property Ownership

- 5.4 All written work, products and services or other intellectual property produced by employees in the course of their work, including computer programmes, spreadsheets and graphics, will remain the property of OUSA unless an agreement is reached in writing with the Chief Executive Officer before

the work is produced and will not be disclosed or used by the employee for any purpose other than for the benefit of OUSA.

Defamation

- 5.5 Under no circumstances is an employee permitted to defame any person, either verbally, electronically or in writing in the course of their duties.

Right of Access to Premises

- 5.6 All employees have the right of free access to the appropriate areas of the Association's premises during normal business hours, or in extraordinary circumstances. Access to the buildings outside these hours requires the permission of the Chief Executive Officer or the President.

Employer Indemnity of Employees

- 5.7 OUSA is a professional Association and it values the contribution of its staff. While OUSA agrees to indemnify all employees for their actions and statements during the course of their work there must be no question as to the integrity, honesty, ethics, and judgement of staff. If an employee is found to be wilfully negligent in undertaking their duties, resulting in successful legal action against OUSA, OUSA reserves the right to recover any costs from the employee. Such situations may also result in disciplinary action being taken against the employee concerned.

Association Stationery

- 5.8 The Association's letterhead is to be used only and exclusively for OUSA business. Private use of OUSA letterhead or supplying the Association's letterhead to any third party is expressly forbidden.

Restriction of the Association's Information

- 5.9 All staff members are expected to comply with the Association's Privacy Policy and the Principles of the Privacy Act 1993 insofar as they apply to the Association.

Protection of Association Information

- 5.10 No confidential information belonging to the Association will be left in areas to which the public have access. Staff are not to remove information from the Association's premises without the express approval of their supervisor or Chief Executive Officer. All computer system close-down procedures are to be followed to avoid unauthorised access outside work hours.

Use of Computers

- 5.11 Employees shall abide by the OUSA Computer Policy.

Use of Internet

- 5.12 The internet is provided solely as a business tool. To ensure the integrity of our data, under no circumstances are unauthorised computer applications to be downloaded from any external source to a local or network computer drive without the clearance of the ICT Manager. Users must strictly adhere to virus protection protocols.
- 5.13 Downloading illegal, objectionable, offensive, or pornographic materials from the internet is strictly prohibited and will be viewed as serious misconduct.
- 5.14 The downloading of large amounts of non-work related data, whether legal or illegal, such as music, movies or pictures is prohibited without permission of the Chief Executive Officer.
- 5.15 All information gained from the internet will be held as organisational information. OUSA reserves the right to gain access to any internet files held by any employee on Association computers.
- 5.16 Staff may only use the Association's access to the internet for non-Association matters where such use does not interfere with Association work, and where such use does not incur unreasonable expense on the Association. The Association reserves the right to charge employees the cost of any personal internet use.

Use of Email

- 5.17 Email is provided solely as a business tool. All email correspondence will meet with OUSA computer policy. Email is not to be used for transferring information which is not connected to the Association's core business functions, except as provided under 5.18.
- 5.18 Staff may only use email for non-Association matters where such use does not interfere with Association work, and where such use does not incur unreasonable expense on the Association.
- 5.19 Where personal or confidential information is transferred using email, such correspondence must include the standard OUSA disclaimer.
- 5.20 Legally, both the employer and employees are responsible for any damages arising from the contents of emails. Using emails to send or forward material that is or could potentially be defamatory or offensive is strictly prohibited.

Personal Information

- 5.21 OUSA will only collect information about a person if it has direct relevance to the employment relationship with that person. Where possible we will collect the information directly from the person concerned or with that person's approval if other sources are going to be used. Every effort will be made to ensure that the information is accurate and that it is held only for as long as it is necessary for some useful purpose.
- 5.22 This information extends to personal health information which relates to any personal injuries or work-related illnesses the person may have suffered at any time in the past.

Access to Personal Information

- 5.23 Every person will have the right of access to their personal information held on the Association's files. It is our aim to provide access to this information within 24 hours of a request being made, but this may be extended if the information has to be edited to prevent information about another person being divulged.

Contents of Personnel Files

- 5.24 The Association's personnel files will hold only that information necessary for the proper management of an employee. This information may include evidence of date of birth, contact addresses and phone numbers, performance appraisals, pay records, and disciplinary notes.
- 5.25 Information on work-related personal injury case management may also be kept on the personnel file.

Changes in Personal Circumstances

- 5.26 To help maintain the accuracy of personnel records, all information will be recorded on employment applications, employment agreements, and any other forms, should be complete and correct.
- 5.27 All employees should inform their supervisor of any changes in personal circumstances including a change of:
 - 5.27.1 Address and telephone number;
 - 5.27.2 Name;
 - 5.27.3 Next of kin; and
 - 5.27.4 Doctor.
- 5.28 Personal information about employees is classified as confidential and will not be released to outside sources unless prior written consent has been received from the employee concerned.

Right to Amend Personal Information

- 5.29 If an employee finds that any information held about themselves is inaccurate, that information will be amended on presentation of supporting evidence, or will be deleted from OUSA's files.

Employee Records

- 5.30 For the purposes of Inland Revenue, OUSA will maintain employee records consisting of the employee's name, gross earnings, PAYE tax deducted, and any family support tax credits, for a

period of 7 years.

6. Association Environment and Culture

Treaty of Waitangi

- 6.1 We recognise that Te Tiriti places special obligations on us particularly in relation to consulting with Te Roopu Maori or Kai Tahu on matters which could impact on the application of Te Tiriti.

Discrimination

- 6.2 All employees and people representing the interests of our Association will treat all people with whom they come into contact with equal regard, dignity, concern and decency. Any action, or inaction, communication or behaviour which could be interpreted as discriminatory will not be tolerated.
- 6.3 In particular we will not discriminate in the following areas:
- 6.3.1 Providing or gaining access to places, vehicles and facilities;
 - 6.3.2 Supplying or purchasing goods and/or services; and
 - 6.3.3 Employment, including recruitment, training, promotion, transfer, and termination.
- 6.4 We will not discriminate between people on the basis of:
- 6.4.1 Race;
 - 6.4.2 Age;
 - 6.4.3 Marital status;
 - 6.4.4 Employment status;
 - 6.4.5 Gender;
 - 6.4.6 Disability (including illness);
 - 6.4.7 Religion;
 - 6.4.8 Sexual orientation or identity;
 - 6.4.9 Ethnic origin;
 - 6.4.10 Political opinion;
 - 6.4.11 Ethical beliefs;
 - 6.4.12 Family status; or
 - 6.4.13 Employee representation or membership of an employee's association or union.
- 6.5 Certain exceptions may apply if these relate to issues of safety or representation.
- 6.6 Where we perceive that a person or a group of people is in need of assistance or advancement to achieve an equal place with other members of the community, we reserve the right to implement special programmes for that purpose.

Harassment

- 6.7 All employees have the right of freedom to work for the Association without the fear or concern of being harassed, including sexual and racial harassment and abuse of supervisory authority. OUSA recognises that all OUSA staff and executive are covered by the University Ethical Behaviour Policy.
- 6.8 OUSA will, after a fair and thorough investigation, take disciplinary action against those who offend in any manner. Such behaviour toward a third party will result in the same action being taken.
- 6.9 Complaints of sexual harassment will be dealt with speedily. The Chief Executive Officer will ensure that resolution or recommendation of further action is completed without delay.
- 6.10 Any action by one person towards another which constitutes harassment will be treated seriously and through formal grievance procedures. However, confidential complaint processes will be available to aggrieved people.

Sexual Harassment

- 6.11 As an employer we recognise that sexual harassment can occur in any situation involving our staff in their relationships with other persons.

- 6.12 Sexual harassment lowers morale and is damaging to the work environment. Therefore, OUSA will treat sexual harassment like any other form of misconduct, and will not be tolerated. It is prohibited by legislation for any staff member to:
- 6.12.1 Make a request of a staff member for sexual intercourse, sexual contact, or other forms of sexual activity which contains an implied or overt:
 - 6.12.1.1 Promise of preferential treatment in employment;
 - 6.12.1.2 Threat of detrimental treatment in employment; or
 - 6.12.1.3 Threat about present or future employment status.
 - 6.12.2 Engage in:
 - 6.12.2.1 The use of words (written or spoken) of a sexual nature; or
 - 6.12.2.2 Physical behaviour of a sexual nature which subjects a staff member to behaviour which is unwelcome or offensive to that staff member (whether or not that is conveyed by the staff member) and which is either repeated or of such a significant nature that it has a detrimental effect on that staff member's employment, job performance, or job satisfaction.
 - 6.12.3 Sexual harassment does not refer to friendly repartee, light-hearted exchanges, or occasional compliments. It refers to behaviour which is not wanted and which is personally offensive by the recipient's standards.
 - 6.12.4 Given the nature of this type of discrimination, OUSA also recognises that malicious false accusations of sexual harassment can have serious effects on innocent personnel. Therefore, false accusations will result in the same form of disciplinary action as would apply to those guilty of sexual harassment.

Racial Harassment

- 6.13 Within OUSA we recognise that 'race' can be defined as a person's colour or race, or ethnic or national origins. Racial harassment of one person by another is the repeated or detrimental use of language, visual material, or physical behaviour that expresses hostility against a person or brings a person into contempt or ridicule, and is:
- 6.13.1 Hurtful or offensive (even if conveyed through a third party); and
 - 6.13.2 Either repeated or so severe that it has a detrimental effect on that person or that person's employment
- 6.14 Racial Harassment may occur as a result of a significant one-time incident or as a result of more minor incidents occurring over a period of time.

Abuse of Supervisory Authority

- 6.15 Abuse of supervisory authority means conduct (express or implied), by a supervisor in relation to OUSA Staff, Executive, Members or any other member of the University community, that exceeds the normal authority of a supervisor and which:
- 6.15.1 Intimidates, humiliates, or undermines that other person by belittling them, or excessively, destructively, or inappropriately criticising or reprimanding them, or excessively scrutinising their work; or
 - 6.15.2 Makes demands that are unreasonable or outside that other person's role or activity within OUSA; or
 - 6.15.3 Makes a demand to perform an action that is in breach of the principles of any OUSA policy.
- 6.16 An abuse of supervisory authority may occur in situations where a decision on benefits or opportunities, has been influenced by considerations which are, or should be, irrelevant to the decision.
- 6.17 Abuse of supervisory authority may occur as a result of a significant one-time incident or as a result of more minor incidents occurring over a period of time.

Personal Harassment

- 6.18 Personal harassment means any objectionable or offensive behaviour (express or implied) by a staff member in relation to another person which:

- 6.18.1 Intimidates, humiliates, undermines, or dominates that other person, by belittling them, by causing embarrassment or by having a demeaning impact on that person;
or
- 6.18.2 Involves the use of abusive and/or threatening language, verbal or physical threats or any other form of physical assault.
- 6.18.3 Personal harassment may occur as a result of a significant one-time incident or as a result of more minor incidents occurring over a period of time.

7. Association Working Conditions

- 7.1 To ensure that our employees are able to work on our behalf in the most effective and efficient manner, maintaining and exceeding expected quality standards, and to ensure that superior levels of service to OUSA Members are maintained, we will endeavour to provide safe and comfortable working conditions for our employees.

Working Hours

- 7.2 The hours of work are those required to properly and effectively complete the responsibilities of the position as determined by the relevant employment agreement. There may be times when work hours need to be flexible to meet workload pressures or the demands of students or customers.
- 7.3 OUSA is committed to helping its staff achieve balance in fulfilling their professional and personal responsibilities. The Association will consider requests for flexible work arrangements. Such requests should be directed to the Chief Executive Officer.

Lunch and Other Breaks

- 7.4 Where an employee's activities need to be maintained during any break, it is the employee's responsibility to ensure that their supervisor has been notified so that some other suitably trained and qualified person covers their duties during that period.

Private Telephone Usage

- 7.5 Staff may use the Association's telephones for non-Association matters where such use does not interfere with Association work, and where such use does not incur unreasonable expense on the Association. The Association reserves the right to charge employees the cost of any personal calls made.

Reimbursement of Expenses

- 7.6 OUSA reimburses employees for work related expenses incurred during the course of their duties.
- 7.7 Employees authorised to incur expenses will be advised of the nature and limits of their allowable expense by their supervisor.
- 7.8 Unless extenuating circumstances can be demonstrated, no expense claim will be paid unless accompanied by a receipt.
- 7.9 The following are expenses that the Association will generally cover:
 - 7.9.1 Travel, except to and from place of regular work.
 - 7.9.2 Accommodation while on business travel.
 - 7.9.3 Meals while staying overnight on business travel.
 - 7.9.4 Sundry equipment paid for by the employee and deemed necessary by the supervisor
- 7.10 OUSA may, at the discretion of the Chief Executive Officer, advance payment to employees for some, however, where this occurs the employee must still provide receipts.

Entertainment Expenses

- 7.11 OUSA recognises the need for certain employees to entertain clients and other business contacts, within budgetary constraints. Such employees will be advised that they are eligible for

entertainment expenses by their supervisor. Unless specifically advised, employees should not assume they can claim entertainment expenses.

Emergency Response

- 7.12 OUSA will establish procedures to be followed in the event of an emergency. These procedures will focus on saving life and reducing the amount of harm a person might experience. Staff will receive appropriate training in these procedures and regular drills will be held to test their effectiveness.

Accident Investigation

- 7.13 All accidents, that do, or had the potential to, result in personal harm, will be investigated by the Chief Executive Officer and/or the relevant supervisor, to assess whether or not the event arose from a significant hazard, and to assess ways by which to ensure the accident does not occur again.
- 7.14 All accidents, that do, or had the potential to, result in personal harm, must be reported to the Chief Executive Officer, and noted in the Accident Register as soon as is reasonably possible.

Smoking

- 7.15 Smoking will not be permitted in OUSA workplaces.

Occupational Injury and Illness

- 7.16 It is recognised that some occupations may be more susceptible to occupational injury and illness than others. Examples might include occupational overuse syndrome (OOS) or repetitive strain injury (RSI) among computer operators.
- 7.17 OUSA will establish safety procedures that eliminate the risk of employees, executive and volunteers suffering such injury or illness. If this is not practicable, employees will be isolated from the source of injury or illness. As a last course of action, employees will have the effects of exposure to the hazard minimised, lessening the risk of illness or injury to as low a level as possible.

OUSA Equal Opportunities Policy

- 7.18 For OUSA to be an equal employment opportunities employer it must ensure that all staff appointments are made on the basis of merit and that the appointment processes are fair and transparent as well as non-discriminatory. In addition, there is employment legislation covering such issues as bias in selection and interviewing procedure, to ensure non-discriminatory employment practices.
- 7.19 The following policy and procedures applies to the recruitment and appointment of all staff, both new or replacement positions including, full-time, part time, casual, temporary or fixed term. The general principle on which the following policy and procedures are based is that all new or replacement staff appointments shall be approved by the Chief Executive Officer before any initiatives are taken to advertise, select or make an employment. Once the position is approved as a legitimate vacant position that requires filling then there are several steps, which shall be followed, in order to ensure the best person for the position is selected and that there is no bias in the selection process
- 7.20 OUSA is committed to:
- 7.20.1 Hiring the best suited applicants for available positions;
 - 7.20.2 Making the best use of their abilities;
 - 7.20.3 Providing job satisfaction; and
 - 7.20.4 Ensuring that appropriate communications, records, and human resources controls are maintained
- 7.21 The employment functions are the responsibility of the Chief Executive Officer or the employee's supervising Manager. All recruitment and selection procedures will be initiated by one of these people according to the Association's procedures.
- 7.22 The following procedure should be followed for the recruitment of all staff, unless there are time constraints or it is otherwise impractical given the nature or the duration of the job.

- 7.23 Appendix A: Dispute Provisions
- 7.24 In any situation where a matter arises which may require disciplinary attention, the employer may attempt to utilise informal procedures to resolve such disciplinary matters before moving to more formal procedures. However, the following formal disciplinary procedures may be initiated.
- 7.25 The Chief Executive Officer and - if applicable, the supervisor – shall, after an investigation, discuss the problem with the employee. This will include any means of improving performance and/or resolving any specific problems, the standard of performance that is expected, and a reasonable specified period within which the improvement is expected.
- 7.26 At the end of the period specified another meeting shall be held between the Chief Executive Officer, and the employee. If the matter is still unresolved or the employee's performance has not improved to the specified standard, a written warning shall be issued to the employee by the Chief Executive Officer.
- 7.27 The employer shall give the employee a further specified period within which to rectify the problem or improve their performance. The employer shall reiterate the standard of performance that is required.
- 7.28 If the matter is still unresolved or the employee's performance has not improved to the required standard during the period specified, a further meeting shall be held between the employee, the Chief Executive Officer and the supervisor (if applicable). At this meeting a minimum of two weeks' notice of termination of employment may be given, in writing, by the employer to the employee, after which period the employee's employment will terminate.
- 7.29 Notwithstanding anything stated elsewhere in this policy, the employer reserves the right to dismiss the employee immediately for serious misconduct, provided the employee is given reasons for the dismissal.
- 7.30 Notwithstanding anything stated elsewhere in this policy, where the employee absents themselves from work for more than three working days without notification to the employer, the employee shall be deemed to have terminated their employment without notice; provided that where the employee was unable, through no fault of their own, to notify the employer, they will not be deemed to have abandoned their employment. In the event of any dispute, the matter shall be dealt with pursuant to the disputes clauses of this policy.

8. Hiring Processes

- 8.1 Job descriptions and person specifications are required for most position before it can be advertised. The job description will form part of the position holder's employment agreement and will become the basis for defining performance objectives and managing that position. The job description will also be crucial to sizing the job for remuneration purposes.
- 8.2 All job descriptions must be approved by the Chief Executive Officer and the originals filed with the Association Secretary). This applies to new positions and any positions, which becomes vacant.

Job Specifications – Action before Recruitment

- 8.3 A detailed job description will be prepared for all vacant positions before initiating the recruitment procedure. In the case of an existing position, the current job description will be reviewed and amended if required.
- 8.4 In all cases, detailed selection criteria based on job requirements will be established before the recruitment process and will form the basis for assessment of the eligibility of all applicants
- 8.5 The job description will focus on:
- 8.5.1 The tasks and responsibilities to be carried out;
 - 8.5.2 Achievable performance standards;
 - 8.5.3 Desirable personal qualities;
 - 8.5.4 An indication of how the role will be carried out;
 - 8.5.5 Any minimum qualifications or entry prerequisites; and
 - 8.5.6 Any minimum health or physical requirements essential to the position.
- 8.6 The job description will not contain any detail which could be considered to be discriminatory.

Advertising

- 8.7 No job can be advertised until a job description and an advertisement has been approved by the Chief Executive Officer. The Chief Executive Officer will sign and date their approval on an original copy, which should be filed for audit purposes. Most jobs shall be advertised internally and externally. The Chief Executive Officer may authorise the advertising to be limited to an internal staff memo when the vacancy is for a very short duration (e.g. one week) and there are genuine reasons for the position to be filled at short notice.
- 8.8 Most vacancies will be advertised so that the recruitment and selection process is seen to be fair and impartial. This will minimise the inappropriate appointment of family members or friends (nepotism), and give all prospective candidates the opportunity to apply.
- 8.9 The Chief Executive Officer may promote an existing employee into a role for specified reasons without external advertisement. As the Chief Executive Officers' supervisor, the President must approve prior to this action being taken.

Application Process

- 8.10 The Association Secretary will administer application forms and job descriptions. Every applicant must complete a standard OUSA application form. In some cases there will be information required in addition to the standard CV and application form. The Association will collate all applications and acknowledge the receipt of these by letter to the applicants. All applicants must complete a medical declaration form and submit it with their CV and application form.

Application Forms, Curricular Vitae, and Resumes

- 8.11 Applicants may be asked if they have been convicted of any crime relevant to the nature of the job as outlined in the job description, or that is likely to impact on the employment relationship.
- 8.12 Additionally, applicants may be asked for details of any pre-existing injuries or illnesses which is likely to affect their ability to carry out the functions of the job. In particular, all applicants will be asked if they are suffering, or have ever suffered, from a specified:
 - 8.12.1 Work-related gradual process, disease, or infection (e.g. OOS, asbestosis, hearing impairment); or
 - 8.12.2 Type of condition likely to contribute to a specified type of personal injury caused by a gradual process, disease, or infection.
- 8.13 Applicants may be asked if they suffer from any physical or mental impairment which might prevent them from carrying out their role in the short, medium, or long-term.

Selection Process

- 8.14 A fair selection process is required before a position can be filled. Interviews shall be held for all advertised positions following these procedures:
 - 8.14.1 Any apparent or real conflict of interest should be disclosed to all interviewees along with remedial measures:
 - 8.14.1.1 The chair of the interview panel must be without apparent or real bias.
 - 8.14.1.2 All interview panel chairs must consult with the Association Secretary on process to ensure consistency, fairness and professionalism.
 - 8.14.1.3 All interview panel chairs must have received training in the role.
 - 8.14.1.4 All interview panel chairs must report in writing to the Chief Executive Officer about the outcome of an employment process where bias or potential bias is an issue.
 - 8.14.2 One of the interviewers should be external to the service unit where the vacancy exists.
 - 8.14.3 The interviewers should meet prior to the interview process to agree to an appropriate set of interview questions. The panel should also agree to a short list of applicants for interviewing and all interviewees should be asked the same questions to enable an objective comparison in the final selection.

- 8.15 The Service Manager will normally carry out the initial short-listing comparing applications and CVs with the requirements of the job description. Members of the panel must complete records of each interview and once the decision is made, file these with the Association Secretary.
- 8.16 Following the interviews, when the final selection takes place, referees should be checked. In addition the Association should make any relevant security or medical checks, prior to a verbal offer of appointment being made. The security check must also include a check of personnel files held by OUSA. These are usually held by the Association Secretary.
- 8.17 All notes taken during interviews will be held by the Association Secretary for, at least six months.

Interview Questions and Notes

- 8.18 These must be recorded in writing on the standard OUSA form Candidate Assessment sheet available from the Association Secretary, before the interviews take place. Each Panel member will have an interview form for each applicant they are to interview. Interview notes must be recorded on the Interview Evaluation sheet beside each question.
- 8.19 Following the interview, the interview notes of each panel member must be returned to the Association Secretary for OUSA records. The Association Secretary will keep these on file for six months before they are destroyed. This procedure is necessary should OUSA be questioned at all about its selection process and the appointment of the best person for the job.
- 8.20 When making a final selection the panel are advised to make their choice of applicant based on their own assessment and records before they discuss it with other members of the panel. This is to encourage each panel member to evaluate each candidate independently of other panel members' comments and views.
- 8.21 The panel must meet before the interviews take place to agree to a short list for interviews, then agree to a standard set of interview questions which are the same for all applicants.

Interviewing/Selection Panel

- 8.21 An interviewing panel shall consist of a minimum of two people, but preferably more
- 8.22 Selection of the members of the interviewing panel shall have consideration of:
 - 8.22.1 The specific nature of the job.
 - 8.22.2 Gender balance.
 - 8.22.3 Ethnic diversity.
 - 8.22.4 Maintaining a diverse and harmonious workplace.
 - 8.22.5 The nature of the Association.
- 8.23 Interview panels should not exceed four people, except in the case of employing the Chief Executive Officer where it shall be at the executive's discretion.
- 8.24 The President may be invited to be a participant in panels for managers reporting to the Chief Executive Officer.
- 8.25 Where possible, the members of the selection panel will be experienced in interviewing techniques and will be skilled in the assessment of:
 - 8.25.1 Relative work skills.
 - 8.25.2 Educational qualifications.
 - 8.25.3 Behavioural attributes.

Cultural Sensitivity

- 8.26 In recognition of the diversity of cultures in New Zealand, applicants may prefer to have additional support or representation present during an interview. All applicants who are to be interviewed will be allowed to have the support of friends or family (e.g. whanau) present during the interview. If such a presence is required, all efforts will be made to accommodate these needs.
- 8.27 Those involved in the selection process will pay particular attention to behaviour that may be part of cultural upbringing, rather than a response to the interview situation.

Final Selection

- 8.28 Once the interviews are complete the panel will make their decision on the successful applicant.

- 8.29 Before an offer of appointment is made the referees of the applicant must be checked. The panel must agree on the questions to be asked of the referees.

Offer of an Appointment

- 8.30 No offer of appointment shall be made to any prospective employee until the correct personnel, medical and referee checks have been completed and the Chief Executive Officer has approved the offer. A written letter of offer containing the details of the wage/salary conditions and provisions should also be approved and checked by the Chief Executive Officer before it is sent. In most cases the remuneration and conditions will have been agreed to prior to the position being advertised. But in some circumstances negotiation with the applicant may be necessary and a salary range and employment package may need to be agreed to, as a prerequisite for proceeding with a verbal offer of appointment.
- 8.31 The first offer is made verbally. No offer of appointment can be made to any applicant unless the Chief Executive Officer has signed off the remuneration and agreement details.
- 8.32 If the remuneration has to be negotiated between a pre-established salary range, then further agreement with the Chief Executive Officer will be necessary to establish the point in that range for salary offer.
- 8.33 The verbal offer should be followed up with a standard letter of offer. The Association Secretary can assist with the drafting of this. Two original copies must be sent to the applicant. These must be signed and dated by the Chief Executive Officer.
- 8.34 Details in the letter must include start date, hours of work and remuneration and conditions. The originals are to be kept on the applicant's file with the Chief Executive Officer. The Association Secretary must have a copy of the letter of appointment.
- 8.35 Prospective employees will only be offered work when their appointment has been formally approved by the Chief Executive Officer the offer will consist of a letter stating that they have been appointed to a certain position, and a copy of either the applicable collective employment agreement or an individual agreement containing the relevant terms and conditions of employment will be attached. The prospective employee will be given up to one week to respond and the offer will be deemed to be accepted when the prospective employee signs the employment agreement and gives it to the Chief Executive Officer.
- 8.36 Under no circumstance are managers, supervisors or employees permitted to offer employment or suggest that an offer will be made to a prospective employee.

Employment Agreement

- 8.37 No person shall begin working for OUSA without a formal employment agreement approved and signed by both the Chief Executive Officer and the employee. For one-off temporary or casual appointments of a short duration (two weeks or less), a letter of offer signed by the employee and the Chief Executive Officer may be sufficient. In every instance there shall be two originals of the letter of offer and the employment agreement, one to be kept by OUSA and the other by the employee.
- 8.38 When an appointment is made all documentation including the employment agreement, medical declaration forms and, if applicable, medical certificates shall be completed and forwarded to the Association Secretary before the employee begins work. The Association Secretary will also require details such as bank direct debit and tax numbers.
- 8.39 A draft employment agreement shall be sent to the employee accompanied by a letter from the Chief Executive Officer inviting the successful applicant to read the agreement and to comment on possible changes.
- 8.40 All suggestions from the employee shall be negotiated in good faith, and changes (if any) made accordingly.
- 8.41 Before a person can begin work with OUSA the Chief Executive Officer and successful applicant must have signed and dated two copies of their agreement, and all pages within, one copy of which has been filed in the OUSA Personnel files.
- 8.42 Copies of the agreements shall be kept with the Association Secretary.

Notification to Unsuccessful Applicants

- 8.43 Once the successful applicant has signed and returned the letter of offer, the Association Secretary can notify the unsuccessful applicants. It may be more appropriate for a panel member to telephone the applicants who were interviewed but unsuccessful, in order to provide feedback about their application and interview.
- 8.44 The CV's of all unsuccessful applicants should be kept on our files for 6 months then destroyed unless the applicants specifically requested they be returned.
- 8.45 The CV of the successful applicant should be kept on file for future reference.
- 8.46 Notification to unsuccessful applicants should take place as follows:
 - 8.46.1 Applicants who are clearly unsuitable should be notified as quickly as possible.
 - 8.46.2 Applicants who are potential candidates should be notified only after the vacancy has been filled. It is possible that if the most suitable candidate does not accept an employment offer, an alternative candidate may be required.
 - 8.46.3 All applicants whose application is rejected prior to interview should be notified in writing, using a standard notification letter, that their application has been unsuccessful. Any explanation of an applicant's lack of success should be restricted to noting that the strengths and experience of other applicants singled them out for an interview. At no stage should any reference be made to any perceived short-comings of the unsuccessful applicant.
 - 8.46.4 All applicants who proceed to the interview stage, but are subsequently unsuccessful, should be notified in person or over the phone that their application has been unsuccessful. This notification should be followed up in writing, using a standard letter. Again, at no stage should any reference be made to any perceived short-comings of the unsuccessful applicant.

Recruitment of Relatives

- 8.47 To ensure that the Association is not seen as discriminating for or against a family member, all family members will be permitted to apply for, and will be considered for, any vacant position.
- 8.48 However, applicants related to employees by blood, marriage, affinity, adoption, who are wholly dependent on, or are members of an employee's household, may be declined a position if there is a:
 - 8.48.1 Reporting relationship between an employee and the applicant; or
 - 8.48.2 Risk of collusion to the detriment of our Association.
- 8.49 Also, the OUSA may decline to appoint a person if that person's spouse or relative's own employer could be subject to detrimental collusion between the two people.
- 8.50 No employee may directly recruit any relative. Where a candidate applies for a position over which a relative has recruitment authority, the recruiting employee must hand those responsibilities over to another suitably qualified person.

Authority to Appoint

- 8.51 The following positions have the authority to approve appointments to the vacant positions listed below.

Authority to Appoint	Position
Executive	Chief Executive Officer
Student body	Secretary of the Association
Chief Executive Officer	All other staff

Appointment Expenses

- 8.52 Appointment expenses may be awarded at the discretion of the Chief Executive Officer.

9. Standard Workplace Conditions

Employment Agreements

- 9.1 All prospective employees will be provided with a written employment agreement containing the following minimum details:
 - 9.1.1 Proposed date of commencement;
 - 9.1.2 Location of employment;
 - 9.1.3 Remuneration and other benefits;
 - 9.1.4 Standard working hours, including breaks;
 - 9.1.5 Eligibility for leave, annual holidays, and sick leave;
 - 9.1.6 Special conditions regarding safety and security;
 - 9.1.7 Obligations regarding travel or relocation;
 - 9.1.8 Terms of notice and conditions regarding termination, including period of notice and written notice;
 - 9.1.9 Disputes resolution clause; and
 - 9.1.10 Any special conditions applying after termination.
- 9.2 All employment agreements are to be accompanied by a detailed job description. Clear performance standards/objectives will be detailed as part of the job description.
- 9.3 Any proposed changes to the terms of an employment agreement must be made in consultation and in writing, and the employee's acknowledgement of such changes shall be recorded, by way of a letter detailing the changes.

Identifying the Employer

- 9.4 In all employment arrangements the OUSA is the employer.

Contract for Services – Invoiced Work

- 9.5 The Association may employ a contractor to carry out work. Contractors are expected to be sufficiently skilled and qualified so that they can work without supervision, with their work assessed in terms of quality standards.
- 9.6 Contractors are expected to work to their own time schedule, but according to the Association's needs. They are expected to provide all the resources necessary to carry out their work. This work is then paid on receipt of an invoice.
- 9.7 It is the contractor's responsibility to arrange their own work injury insurance. OUSA will not accept any liability in the event that the contractor, or one of the contractor's employees is injured while on our premises. This does not extend to our responsibilities under the Health and Safety in Employment Act 1992.

Permanent Work

- 9.8 Permanent work includes an inherent and ongoing expectation that the position is necessary and beneficial to the interests of the Association. As the Association's interests change, it is foreseeable that positions may no longer be required. Redundancy provisions may then apply.

Fixed-Term Employment Agreements

- 9.9 Fixed-term agreements will be used when work arises within a specific timeframe, (e.g. jobs that only exist within the academic year) or where another justification exists.
- 9.10 A worker employed under a fixed-term agreement will finish work by the last day of the term of the agreement, at which point OUSA will simply let the contract expire. Since the employee has not been dismissed, the employee will not have access to personal grievance provisions.
- 9.11 The term of engagement will only be altered with the express approval of both OUSA and the employee, but under no circumstances is the employee to be given an expectation of ongoing work beyond the expiration of the fixed term.
- 9.12 The employment agreement and any employment offer shall state, in writing, the reasons for the job being fixed term, with a start and a finish date.

Written and Implied Terms and Conditions

- 9.13 All written contents in the employment agreement will form the written terms and conditions of employment.
- 9.14 Implied terms and conditions are established by Employment Court case law (terms implied in law), and terms that are implied in fact, (i.e. terms that appear to be so apparent that they do not need to be expressly stated). These implied terms and conditions might include 'to provide a safe workplace', to 'act fairly and reasonably towards an employee' and to have a relationship based on 'trust and confidence'.
- 9.15 All managers will ensure that employees know and understand as many of these terms as possible, particularly if such understanding enhances the operation of the business.
- 9.16 All managers will take care in the way they treat their subordinate staff.

Remuneration and Benefits

- 9.17 OUSA will endeavour to remain within its financial restraints, and recognises the special character of the organisation.
- 9.18 Notwithstanding 9.8.1, the policy of OUSA in regard to the remuneration of employees at all levels is to:
 - 9.18.1 Attract and retain the highest calibre employees who, by virtue of their abilities and the successful management of their responsibilities, will build a sound base for the future success of the Association;
 - 9.18.2 Create a working environment that promotes employee motivation so that employees will perform to the best of their abilities; and
 - 9.18.3 Make the maximum contribution to the ultimate benefit of the Association and all its employees.
 - 9.18.4 To achieve these objectives, OUSA will endeavour to remunerate employees in a manner that is consistent with market conditions and trends but taking into account those things it offers that add value to the OUSA working experience.
 - 9.18.5 The OUSA working experience includes:
 - 9.18.5.1 Flexibility in work practice;
 - 9.18.5.2 Acceptance of outside interests, including business interests, and with appropriate controls the flexibility to pursue those;
 - 9.18.5.3 High delegation and authority in relatively junior positions; and
 - 9.18.5.4 A high degree of personal control over work compared to other organisations.
- 9.19. Remuneration rates will aim to recognise difference in job responsibilities, difference in performance and length of service.
- 9.20 For the purpose of evaluating levels of remuneration, OUSA will consider the total package cost to the employer.

Equal Pay

- 9.21 OUSA will not discriminate in remuneration rates of employees, other than on the basis of merit and position.

Pay Scales

- 9.21 All pay scales will ensure that the minimum wages applicable for youths and adults are observed. It is our policy to pay employees a fair and equitable rate of pay for the work they perform on our behalf as we believe that our employees are of greater value than the minimum applicable wages.

Wages/Waged Employees

- 9.22 The term *wages* or *waged employee* will apply to those employees whose pay is calculated and paid on a fortnightly basis-based on an hourly rate of pay.
- 9.23 Hourly rates of pay will apply to waged employees whether they are full-time or part-time employees.

Salary

- 9.24 The term *salary* or *salaried employee* will apply to those employees whose pay is calculated on an annual basis and paid on a fortnightly basis.

Progression Scales

- 9.25 Employees may have the opportunity to progress to a higher salary or wage rate. This will be subject to employees performing at prescribed standards and/or meeting specified objectives and targets. This progression may be on an annual basis or at other times subject to approval by the Chief Executive Officer.
- 9.26 Each scale will reflect the current market rate of pay for work of that nature. Employees cannot progress between scales unless it is by appointment to a new position or their job is re-graded due to an alteration in the level of tasks and responsibilities.

Payments on Resignation or Termination

- 9.27 On the resignation of an employee or termination of an employee's employment, that person will receive:
- 9.27.1 All wages or salary due up to the last day of work;
 - 9.27.2 Any outstanding annual holidays owing within one week of the last day at work;
 - and
 - 9.27.3 Any statutory holidays that may fall due.
- 9.28 When employees provide a period of notice up to that required in their employment agreement, but are not required to actually work through the period of notice, wages or salary will be paid in lieu of notice for that period.
- 9.29 When an employee's agreement is terminated with a period of notice as required by the employment contract, but the employee is not required to work out that notice, wages or salary will be paid in lieu of notice for that period.
- 9.30 If the employee owes the Association (e.g. money due to the non-return of protective clothing), money will not be deducted without the employee's prior written consent.

Payments on Employee Death

- 9.31 On the death of an employee that person's estate will receive:
- 9.31.1. All outstanding wages; and
 - 9.31.2 Any outstanding holiday pay due.
- 9.32 OUSA reserves the right to make any financial contribution, or any other assistance, to the surviving spouse, children, or family as they see fit.

Deductions from Pay

- 9.33 The OUSA's policy is to pay employees all that they are due each pay day without deduction except for:
- 9.33.1 PAYE tax.
 - 9.33.2 ACC, and any other compulsory levies imposed by Government.
 - 9.33.3 Any money the employee specifically authorises us, in writing, to deduct (e.g. union fees).

PAYE Tax

- 9.34 It is the Association's responsibility to deduct PAYE tax from wage and salary earners employed under both individual and collective employment contracts. The amount of tax to be deducted will be determined by making reference to the Tax Tables issued by Inland Revenue. Particular attention will be paid to Secondary Tax and Student Loan Tax rates.
- 9.35 Those people paid by the Association on receipt of an invoice under a contract for services will be responsible for the payment of their own taxation liabilities.

Overpayments

- 9.36 In the event of an overpayment of monies (including salary, wages, benefits, or expenses), the Association may recover the amount of overpayment, provided staff are given:
- 9.36.1 Notification of the intention to recover an overpayment;
 - 9.36.2 Notification of the amount to be recovered; and
 - 9.36.3 A full explanation of the reasons for the overpayment.
- 9.37 In all cases the Association will enter into arrangements regarding the timing of any recovery.

Wage and Salary Payments

- 9.38 Unless otherwise noted in a specific contractual or industrial agreement, the standard pay period will be fortnightly with pay day falling on Wednesday, or the nearest bank workday in the case that the date falls on a public holiday.

Direct Credit

- 9.39 The OUSA pays wages and salaries by direct-credit.

Leave and Holidays

- 9.40 A record will be kept of all leave and holidays taken by an employee.

Employee's Leave

- 9.41 Every employee shall be entitled to sick and bereavement leave (amount determined in separate or collective employment agreements). Sick and bereavement leave shall include the following: sick leave, domestic leave, doctor/dentist visits, bereavement leave. The employee shall be entitled to this leave after six months of service with OUSA.
- 9.42 If the employee has worked less than six months for the Association, they can apply to their supervisor for sick and bereavement leave in advance to their receiving it. It is preferable that such application be made in writing but it is realised by the employer that this, often, may not be possible in which case verbal application to the employee's supervisor will be acceptable. It is up to the discretion of the supervisor (and ultimately the Chief Executive Officer) that such leave is granted.
- 9.43 In addition to statutory holidays, the employee shall also be entitled to annual leave; again the amount of annual leave shall be determined by the provisions in their individual or collective agreements.

Parental Leave

- 9.44 See the OUSA CEA or the individual's IEA.

Jury Service

- 9.45 See the OUSA CEA or the individual's IEA.

Witness Leave

- 9.46 See the OUSA CEA or the individual's IEA.

Leave Without Pay

- 9.47 No employee is automatically entitled to leave without pay, but a specific request for leave without pay may be approved by the Chief Executive Officer. Permission for leave without pay will apply to each specific request only.

Absenteeism

- 9.48 All employees are required to notify their supervisor two weeks in advance of any intention to take leave by filling in a leave application and having that agreed to by their supervisor.
- 9.49 With the exception of sick leave or an emergency, leave taken without notice being given to an employee's supervisor will be considered absenteeism.

- 9.50 Unless arranged with the supervisor, failure by employees to arrive on time to attend according to their agreed hours of work will be considered absenteeism. 9.51 Failure by employees to address an absenteeism problem, when given warnings by the supervisor, is likely to be considered serious misconduct.
- 9.52 In cases where the absence from the work area during work hours places others at risk in terms of health, safety, or security, such an absence may warrant summary dismissal. Any employee who has a position where these circumstances might apply should have these conditions specifically noted in their employment agreement.
- 9.53 Action regarding absenteeism should follow the policies and procedures detailed under the relevant employment agreements.

Abandon

- 9.54 If an employee is absent from work for more than three consecutive working days without good cause and giving notification; that employee will be deemed to have terminated their employment without notice. The Association will make all reasonable efforts to contact the employee during this period. Where, through no fault of the employee, they were unable to notify the Association, the employee will not be deemed to have abandoned their employment. In the event of any dispute, the question will be dealt with in accordance with the disputes procedure.

Personal Development/Performance Appraisal

- 9.55 Supervisors and Managers are required to prepare periodic performance appraisals for each employee under their direction to:
- 9.55.1 Assist the Chief Executive Officer in determining the employee's potential for further advancement and development;
 - 9.55.2 Advise employees of their strengths and weaknesses, and what is expected of them in their positions;
 - 9.55.3 Assess the employee's attainment of specific job objectives listed in their job description;
 - 9.55.4 Build and strengthen the supervisor-subordinate relationship;
 - 9.55.5 Form part of an ongoing record of the employee's progress within the Association;
 - and
 - 9.55.6 Assist in determining the employee's physical and mental ability to continue to carry out the full range of functions for their job, so that any concerns of the employer or employee may be raised.
- 9.56 Note that the performance appraisal will not substitute the ongoing need to monitor the employee's performance, with appropriate action or recognition as may be necessary.
- 9.57 All employees shall be appraised every 12 months. The timing of the annual appraisal should coincide with the appointment date of the person in their current position.
- 9.58 An employee will be appraised by their immediate manager. The employee will be provided with the opportunity to complete their own self-appraisal.

Training and Development

- 9.59 OUSA is committed to providing for employees all the training necessary to enable them to perform their work effectively. This includes orientation of new employees, training for present employees, and retraining for employees whose responsibilities or duties change through advancement or restructuring of the Association.
- 9.60 It will be the duty of the supervisor to arrange staff training.
- 9.61 When organising staff training the following shall be taken into consideration:
- 9.61.1 The personal development of the staff members concerned.
 - 9.61.2 The financial cost of staff development.
 - 9.61.3 The organisational needs of the Association.
 - 9.61.4 Furtherance of the aims and objectives of the Association.
 - 9.61.5 The need to minimise disruption to the normal duties of the staff members attending.

Induction

- 9.62 An orientation programme will be conducted for all new employees. The primary purpose of this programme is to familiarise employees with the Association's rules and policies.
- 9.63 All new employees will be told of the hazards that exist in the work environment and the hazards that might be caused by work practices. They will also be informed of how these hazards will be controlled. Additional subjects and the scheduling of the programmes will be determined by the Chief Executive Officer.

Authority to Terminate Employment

- 9.64 The following positions have the authority to terminate the employment of the positions listed.

Authority to Terminate	Position
Executive	Chief Executive Officer
Student body	Secretary of the Association
Chief Executive Officer	All other OUSA Staff

Notice of Termination

- 9.65 Every employee will be given proper notice of termination of their employment agreement.
- 9.66 Every employee will give the Association proper notice of termination of their employment agreement.

Period of Notice

- 9.67 Unless otherwise specified in an employment agreement, the period of notice of termination to be given to an employee will be the period stated in their employment agreement, or four weeks if it is not stated unless another reasonable period is agreed by both parties.

Exit Interviews

- 9.68 Wherever an employee is leaving, the opportunity to conduct an exit interview should be made available to them.
- 9.69 Exit interviews shall be conducted with the employee's supervisor, the Chief Executive Officer as the employee requests.
- 9.70 Information obtained in the exit interview will be used only to the extent that the employee agrees to.

Written/Verbal

- 9.71 With the exception of summary dismissal or immediate suspension, notice of termination will be in writing and handed to the employee. The notice will state the date on which the agreement is to be terminated. In the event of a verbal notice given to an employee under summary dismissal or immediate suspension, the employee will be provided with written notice of confirmation within 24 hours.

Suspension

- 9.72 Employment agreements will contain a clause which allows OUSA to suspend an employee for disciplinary reasons if there is evidence to support such an action. Suspension may be with or without pay, and will be considered a serious action only one step away from the most serious act of termination.

Discipline

- 9.73 It is the policy of OUSA to be patient, sympathetic and fair in the administration of discipline. It is the sincere desire of management to help all employees so that we may go forward together into a successful future. However, wilful and inexcusable breaches of these rules will be dealt with firmly

under policies which apply uniformly to all departments and all individuals. Penalties consisting of written corrections may only be made by the Chief Executive Officer.

- 9.74 Committing any violation of the Association's rules or regulations will be sufficient grounds for disciplinary action. This may range from verbal correction to immediate dismissal, depending on how serious management view the violation.

References

- 9.75 On request OUSA will provide an employee with a statement of employment, detailing the nature, responsibilities and period of employment with the Association.
- 9.76 No employee is authorised to issue a reference for another employee using the Association's letterhead or implying an official statement on behalf of the Association unless:
- 9.76.1 The professional relationship is clearly stated, e.g. supervisor or colleague; and
 - 9.76.2 A copy of the reference is approved by the Chief Executive Officer or President.
- 9.77 In the event of a dismissal, a Certificate of Service may be issued which indicates to future potential employers the period of employment and the circumstances behind the dismissal.
- 9.78 Under no circumstances is reference information to be provided to a third party without the employee's express permission to release that information under the Privacy Act 1993.

10. Personal Grievance Procedures

- 10.1 OUSA aims to provide effective and acceptable means for employees to bring problems and complaints concerning their work and their well-being at work to the attention of management. For this reason, a formal grievance procedure has been established for the benefit and use of employees where that employee feels they have been:
- 10.1.1 Unjustifiably dismissed;
 - 10.1.2 Disadvantaged through changes in employment conditions;
 - 10.1.3 Discriminated against;
 - 10.1.4 Sexually harassed; and/or
 - 10.1.5 Subjected to duress.
- 10.2 When an employee believes they have been discriminated against or sexually harassed they have a choice of provisions: they must choose those provisions contained under their employment agreement, *or* the provisions contained in the Human Rights Act 1993, but they may *not* choose both.



Gradual Process Injury Prevention Policy

Category	Operational
Version	2
First ratified	1 June 2006
Last ratified	26 August 2008
Review date	1 February 2019

Related Policies, Documents and Legislation: Health and Safety in Employment Amendment Act 2006, "Approved Code of Practice for the Use of Visual Display Units in the Place of Work" published by WorkSafe New Zealand, "Short guidelines for using computers," published by the Accident Compensation Corporation, The Accident Reporting and Rehabilitation Policy, and Record of Accident/Incident/Serious Harm.

1. Policy Statement

- 1.1 The Otago University Students' Association (OUSA) is firmly committed to the provision of a safe and healthy work environment. In meeting this aim OUSA recognises its duty under the Health and Safety in Employment Amendment Act 2006 to identify and control significant hazards.
- 1.2 Gradual Process Injury (GPI) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of GPI has the potential to be classified as a significant hazard because the condition may cause "Serious Harm." Therefore the risk factors for GPI need to be controlled by eliminating the hazard if at all possible, or else by isolating or minimising the hazard.
- 1.3 This policy applies to all staff members of OUSA, including fixed-term, part-time and casual staff.

2. Purpose

- 2.1 To provide systems and procedures for proactively managing the risk factors that may contribute to a range of Gradual Process type conditions.

3. Interpretation

- 3.1 In this policy, unless the context otherwise requires –

Serious harm means (in part) a condition that amounts to or results in permanent or temporary severe loss of bodily function as defined by the Health and Safety in Employment Amendment Act 2006.

3.2 GPI Awareness Training is also known as Computer Health and Safety.

4. Responsibilities

4.1 In meeting the Otago University Students' Association commitment to protect staff members and others from the potential GPI hazard, the employer expects that:

- 4.1.1 Managers and supervisors will take all practical steps to ensure that in the departments, centres and sections under their management:
 - 4.1.1.1 There is compliance with the Department of Labour Code of Practice (COP) for Visual Display Units. Health and Safety Representatives and the OUSA Secretary hold a copy of the COP and of a summary of sections of the required standard in the "Guidelines to the Selection and Purchase of Workstation Furniture and Equipment". Laptop computers should not be chosen for continuous use at work unless they are plugged into a conventional monitor and/or keyboard;
 - 4.1.1.2 All staff at risk and relevant managers attend a GPI Awareness training session within their first three months of employment and as/or required (this timeframe also depends on the availability of courses);
 - 4.1.1.3 Staff are encouraged to report any work related pain to their line manager as early as possible;
 - 4.1.1.4 The work environment of any staff who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies; and
 - 4.1.1.5 An early return to work for any staff member who has been absent through a GPI related injury is facilitated when possible.
- 4.1.2 Staff members are responsible for:
 - 4.1.2.1 Attending the required GPI awareness training;
 - 4.1.2.2 Adjusting workstation equipment to maintain a comfortable body position;
 - 4.1.2.3 Taking breaks away from the workstation and practising micro-pauses as appropriate;
 - 4.1.2.4 Reporting early symptoms to the line manager (preferably before visiting a doctor); and
 - 4.1.2.5 Participating in an early return to work programme if applicable.

5. Appendix A: Procedures

Pre-Employment Procedures

5.1 Managers who plan new jobs or evaluate current jobs should assess them for risk factors, and take actions to remedy actual or potential problems. Where appropriate, health and safety should be incorporated into new position descriptions and as a measurable outcome of an individual's performance appraisal. The VDU Code of Practice provides detail on job design and appropriate equipment. Managers will seek to establish if the prospective staff member suffers from any gradual process injury that the particular job may aggravate or contribute to, by checking the statement on the Application form.

Induction of new staff members

- 5.2 Managers will require all new staff at risk to attend a GPI Awareness Training Course within the first three months of employment.

Procedures for current staff members

- 5.3 Current staff members who have not already attended a GPI Awareness training, are required to do so as soon as possible. The training is provided to decrease the incidence of GPI type conditions by teaching safe working techniques.
- 5.4 Individual staff members should adjust their own workstation to maintain a comfortable working position, vary tasks, practise micro-pauses and take other breaks. They must report any problems to the line manager, who in turn may request a full workstation assessment from a properly trained Workstation Assessor. The Workstation Assessor will work with the staff member to recommend changes or adjustments, and will provide a brief summary of findings to him/her, the manager and the Health and Safety Representative for the department (if that happens to be someone other than the Assessor.)
- 5.5 If new or different workstation furniture or equipment is required, the Guidelines to the Selection and Purchase of Workstation Furniture and Equipment should be used prior to any replacement. Further details of the standard are outlined in the Department of Labour COP for Visual Display Units. Laptop computers should not be chosen for continuous use at work unless they are plugged into a conventional monitor and/or keyboard.
- 5.6 Staff should ask themselves the following questions:
 - 5.6.1 Has my workload (physical or mental) changed recently?
 - 5.6.2 Could this be a cause of my discomfort/pain?
 - 5.6.3 Can I stop or reduce the activities that are causing the discomfort/pain?
 - 5.6.4 What other proven self-help strategies can I use? Can I:
 - 5.6.4.1 Attend a refresher training session;
 - 5.6.4.2 Apply what I have been taught in training sessions;
 - 5.6.4.3 Take all allowed tea and lunch breaks;
 - 5.6.4.4 Take short relaxation breaks often (micro-pauses and macro-pauses);
 - 5.6.4.5 Re-negotiate deadlines;
 - 5.6.4.6 Vary tasks during the day;
 - 5.6.4.7 Defer unnecessary tasks temporarily and assess any overtime work (if currently required);
 - 5.6.4.8 Avoid doing similar tasks at home;
 - 5.6.4.9 Adjust my equipment and make sure my equipment is well maintained;
 - 5.6.4.10 Change my body position frequently;
 - 5.6.4.11 Improve my rest and relaxation including sleep time;
 - 5.6.4.12 Improve my general fitness (e.g. go walking, use the stairs);
 - 5.6.4.13 Do stretching exercises and exercises to promote blood flow; drink more water; or
 - 5.6.4.14 Let my diaphragm "go" when my breathing is shallow.
- 5.7 If your symptoms have improved, continue using those strategies.
 - 5.7.1 If your symptoms have not improved, report them to your line manager and apply the following steps:
 - 5.7.1.1 Request an assessment from a Workstation Assessor (as outlined above);
 - 5.7.1.2 In partnership with the assessor, discover ways of doing things that do not cause discomfort and make the recommended changes; and
 - 5.7.1.3 Monitor progress.

- 5.7.2 The manager should review the situation after two weeks. If the symptoms have improved, the employee's progress should be monitored regularly.
- 5.7.3 If the symptoms have not improved the staff member should consult a doctor or other treatment provider immediately. The manager should provide job information to pass on to the doctor and a list of alternative duties to aid the rehabilitation process. The staff member will need to:
 - 5.7.3.1 Complete the Report of Accident/Incident/Serious Harm form, have it signed by his/her line manager and send a copy to the Health and Safety Coordinator; and the Personnel Officer.
- 5.8 All parties should avoid labelling any discomfort/pain during these early stages as GPI. A self-diagnosis of GPI may be premature and incorrect.
- 5.9 A staff member has the right to visit a doctor at any stage.
- 5.10 If symptoms worsen or have been present for some time prior to reporting them, then the doctor should be seen within one week of the initial report.
- 5.11 The OUSA Secretary may be contacted for further information or advice on all these procedures.
- 5.12 The procedures outlined in the Otago University Students' Association Accident Reporting and Rehabilitation Policy provide further detail.

Standards

- 5.13 See the Approved Code of Practice for the Use of Visual Display Units in the Place of Work" published by WorkSafe New Zealand and "Short guidelines for using computers," published by the Accident Compensation Corporation.

Measures of Effectiveness

- 5.14 The Otago University Students' Association statistics on work related GPI type conditions and related insurance costs.
- 5.15 Feedback from staff members on outcomes of the intervention.



ICT Policy

Category	Operational
Version	1
First ratified	29 April 2009
Last ratified	29 April 2009
Review date	1 February 2020

Related Policies and Documents: OUSA Employment Policy.

1. Purpose

- 1.1 This policy provides direction for the protection of the ICT assets and operations of the Otago University Students' Association (OUSA).

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
- User** means anyone who operates or interfaces with OUSA's Information & Communications Technology (ICT). It includes OUSA staff, officers and students (whether permanent, temporary or part-time), contractors, sub-contractors, consultants, official visitors or any other member of OUSA.
- Network** means the OUSA's computer network and includes all hardware (including portable computers), software, floppy disks, CD-ROMs, other storage media, modems, and other network resources.
- Email** includes all electronic communications, including electronic mail, messaging services, electronic bulletin boards, "chat" services and text messaging.
- Computer** shall mean every item and kind of computer equipment, computer software, network, CD-ROM, memory stick and related items and equipment provided by OUSA or used on the OUSA network.
- ICT Manager** in relation to any OUSA computer, means the person authorised by the OUSA Chief Executive Officer to control all ICT activities of the OUSA.
- Authorisation**, unless otherwise stated, shall mean consent from the OUSA ICT Manager.
- ICT (Information and Communications Technology)** means any device or application used to convert, store, protect, process, transmit, share and/or retrieve information encompassing: radio, television, cellular phones, computer and network hardware and software, satellite systems and so on, as well as the various services and applications associated with them, such as videoconferencing and distance learning.

3. Computer Regulations

- 3.1 No user shall without authority:
- 3.1.1 Access, or attempt to gain access, to any computer or network;
 - 3.1.2 Obtain, copy, or in any way remove any information from a computer;

- 3.1.3 In any way modify or interfere with, or erase, any information on any computer or network;
- 3.1.4 Use any computer system or facility in such a way as to contravene any requirements for its use notified by the ICT Manager;
- 3.1.5 Remove, disconnect, tamper with or otherwise interfere with any physical component(s) of a computer system;
- 3.1.6 Subvert, or attempt to subvert, any user identification and/or authentication scheme on any system;
- 3.1.7 Cause or attempt to cause any computer system to fail or deny service to any authorised user;
- 3.1.8 Divulge a password or code enabling access to a computer unless permitted to do so by the ICT Manager;
- 3.1.9 Use or attempt to use a computer so as to cause costs to be incurred by any person or organisation without authorisation;
- 3.1.10 Use computer facilities to send or disseminate offensive, abusive, threatening or unnecessarily repetitive messages;
- 3.1.11 Use any software which has been unlawfully obtained;
- 3.1.12 Use any computer in such a way as to deliberately interfere with the reasonable use by another person of a computer, or any other facility;
- 3.1.13 Use any computer while masquerading as another user; or
- 3.1.14 Assist any person to do any of the above.

3.2 Any user who is permitted to use any computer shall take reasonable precautions to secure his or her passwords, accounts, software and data.

3.3 All viruses detected on any computer or disk, must be reported to the ICT Manager as soon as detected to prevent the virus from contaminating the equipment further.

4. Email

4.1 All users who have an official OUSA email address associated with their computer account should make sure that email to this address is checked regularly.

4.2 All users are responsible for all email originating from their account.

4.3 Users may not send an email that purports to represent OUSA or its views, without proper authority. If there is any risk of misunderstanding, a disclaimer must be inserted in the body of the email.

4.4 All users shall comply with the Unsolicited Electronic Messages Act 2007.

4.5 No user shall without authority use OUSA's email systems to:

- 4.5.1 Create or distribute chain letters, "junk" or "spam" (mass, unsolicited) mail;
- 4.5.2 Send anonymous email;
- 4.5.3 Disrupt another person's activities;
- 4.5.4 Harass another person or send unwanted offensive material;
- 4.5.5 Forge email messages to make them appear to originate from another person;
- 4.5.6 Read, delete, copy or modify email under the control of other users without authorisation;
- 4.5.7 Pursue commercial activities, including sending "for-profit" messages or advertisements, unless on behalf of OUSA and with the appropriate authorisation;
- 4.5.8 Introduce viruses;
- 4.5.9 Download unauthorised software without approval; or
- 4.5.10 Intentionally engage in illegal activities.

5. Internet Fair Use

- 5.1 Users must not use the Internet for proscribed use. Proscribed use includes but is not limited to:
- 5.1.1 Visiting sites or receiving communications that contain material that is obscene, objectionable, or likely to be offensive;
 - 5.1.2 Gambling;
 - 5.1.3 Soliciting for personal gain or profit;
 - 5.1.4 Making or posting indecent remarks and proposals;
 - 5.1.5 Uploading or downloading commercial software in violation of its copyright;
 - 5.1.6 Passing off personal views as representing those of OUSA;
 - 5.1.7 Any activity that violates New Zealand law; or
 - 5.1.8 Extensive private usage. Use is deemed to be extensive when it either interferes with normal network activity, or costs OUSA an unacceptable amount of money.
- 5.2 OUSA owned computer facilities are provided to support the primary functions of OUSA and its administration. Personal use is allowed on most OUSA systems but only when the system is not required for its primary functions and, for staff members, only when it does not impede the work for which they are employed.

6. Connection of Equipment to the OUSA Network

- 6.1 All new software or equipment being added to the OUSA computer system or network requires appropriate authorisation.
- 6.2 The ICT Manager may authorise disconnection of equipment from the network if it is a threat to the integrity of the network either as a result of not adhering to this policy, or because of its nature.
- 6.3 Computers connected to the OUSA computer network should have up-to-date virus protection software installed and active at all times; and should have all relevant system security patches installed.
- 6.4 Network traffic is private. "Packet sniffing" (using network monitoring tools to eavesdrop on 'packets' passing through a network), or other unauthorized and deliberate attempts to read network information that is not intended for your use is not permitted without the appropriate authorisation.
- 6.5 No network devices (including modems) are to be connected to any portion of the network without the appropriate authorisation.

7. Breaches of this Policy

- 7.1 Any person who, in the opinion of the ICT Manager, is engaged in a breach of this policy may be immediately excluded from that system and have all associated computer activities suspended. Failure by that person to comply with instructions necessary for exclusion shall in itself constitute a breach of this policy.
- 7.2 Any person who interferes with regulations in this policy will be held liable for damage claims made against OUSA in relation to that interference. Further the person will be liable for the costs of detection and repair of breaches to security, damage to hardware, or any other costs incurred by OUSA in dealing with the consequences of a contravention of this policy.



Occupational Health & Safety Policy

Category	Operational
Version	1
First ratified	18 December 2012
Last ratified	18 December 2012
Review date	1 February 2020

Related Policies and Documents: OUSA Employment Policy and Employee Participation in Health and Safety Agreement.

1. Purpose

- 1.1 The Otago University Students' Association (OUSA) recognises its responsibility for Occupational Safety and Health as set out in the Health and Safety in Employment Act 2002 (hereinafter "the Act").
- 1.2 The object of the Act is "to promote the prevention of harm to all persons at work and other persons in, or in the vicinity of, a place of work". The Act makes provision for employees to be involved in the development of health and safety procedures.
- 1.3 It is the Association's intention to develop a climate and environment that attracts and retains people with desired skills and abilities. The development and operation of a safe working environment is a strategy toward achieving this goal.

2. The Policy

- 2.1 The Association will develop and maintain a safe and health working environment for its employees which conforms to the requirements of the Act. This commitment also extends to volunteers and contractors.
- 2.2 In making this commitment, OUSA will be proactive in preventing harm from happening.
- 2.3 This policy covers all employees, elected officers and volunteers of the Otago University Students' Association, Planet Media Dunedin Limited and anyone on premises occupied by the Association or Planet Media Dunedin Limited.

3. Responsibilities

The Employer is responsible for:

- 3.1 Involving health and safety representatives in the processes and working methods or alterations to existing ones, or any other changes which may affect the health and safety of members of the designated work group;
- 3.2 Permitting health and safety representatives to take time off on normal pay, during the representative's working hours, as necessary, for the purposes of carrying out the functions of a representative and undergoing training in health and safety matters and in the exercise of the functions of a representative;
- 3.3 Providing reasonable facilities and such assistance as is necessary in order to enable the representatives to carry out their functions; and
- 3.4 Notifying health and safety representatives of visits by health and safety inspector(s), and making available any reports or sections of reports concerning health and safety.
- 3.5 Administering eye testing procedures. Following the completion of one year's service, an employee who is employed on a permanent basis for 20 hours or more per week and engaged in VDU (visual display unit) duties for at least 50 percent of his/her normal working hours per week shall be entitled to an eye test at the employer's expense. Further tests shall be provided at not less than three yearly intervals upon application to the employer. If the test discloses that prescription lenses (spectacles/contacts) are required for the normal viewing distance of a VDU, or that an eyesight problem has been caused or worsened by use of VDU, then the cost of lenses up to \$150 will be met by the employer. The reimbursement cost of the frames will be met by the employer for employees requiring spectacles for the first time but shall not exceed \$150. Reimbursement costs of subsequent frames will be met up to a maximum of \$150 where employees are required to have a different frame due to a prescribed change to the shape of the lenses.

Employees, elected officers and volunteers are responsible for:

- 3.6 Ensuring that they work in a safe manner in order to protect themselves from harm;
- 3.7 Ensuring that their own actions, or omissions, do not endanger any other person;
- 3.8 Actively participating in safety management by helping to develop safe work practices;
- 3.9 Observing all operational procedures, instructions or safety rules, whether written or verbal; and
- 3.10 Reporting all incidents, unsafe acts, near-hits or hazards.

The OUSA Secretary and Health and Safety Representatives are responsible for:

- 3.11 Identifying hazards and informing the employer of them;
- 3.12 Adopting positive health and safety management practices in the workplace;
- 3.13 Discussing ways to manage hazards with the employer;
- 3.14 Promoting workers interests in health and safety;
- 3.15 Consulting with inspectors on health and safety issues;
- 3.16 Promoting the interests of workers who have been harmed at work, including arrangements for rehabilitation and return to work;
- 3.17 Making staff aware of training opportunities and maintaining a register of attendance at health and safety training courses;
- 3.18 Furthering these aims and responsibilities in a collaborative and team-based manner, as per the Act and Codes of Practice.

Department managers are responsible for:

- 3.19 Making sure that the signed Occupational Health and Safety Policy is visible in the public area;
- 3.20 Making sure that visitors, contractors and department staff are made aware of all hazards within the area they are working in or visiting;
- 3.21 Making sure that the accident reports are filled out correctly and filed with the OUSA Secretary within 24 hours of the accident occurring;
- 3.22 Following hazard management procedures in their work area. This includes taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled;
- 3.23 Ensuring all staff have received the appropriate training;
- 3.24 Ensuring that unsafe acts and unsafe conditions are appropriately addressed;

3.25 Ensuring all accidents and incidents are recorded accurately and in a timely manner.

4. Administration and Revision

4.1 The Chief Executive Officer, in consultation with the Health and Safety Committee, representing all employees, will be responsible for the administration and revision of this policy and will recommend any such amendments to the Finance Officer.

4.2 The Chief Executive Officer shall have the power to remove any Health and Safety Representative where there has been an abuse of the position.



Piupiu Policy

Category	Operational
Version	2
First ratified	26 August 2008
Last ratified	20 November 2013
Review date	1 February 2019

Note: No note for this policy.

1. Purpose

- 1.1 This policy has been established to ensure the efficient and culturally sensitive administration of the Piupiu.
- 1.2 No policy, contract or agreement can contradict the OUSA Constitution or SGM policy. Where a contradictory clause is found, it shall be void to the extent necessary to remove the contradiction.
- 1.3 Any income, benefit or advantage shall be used within New Zealand for the following charitable objects of the Association:
 - 1.3.1 To foster culture and recreation within the University environment.
 - 1.3.2 To advocate for and protect its members.
 - 1.3.3 To support and represent members of the Association in attaining their educational and academic goals.
 - 1.3.4 To promote the interests of the Association and its future members.
 - 1.3.5 To promote university education participation in New Zealand.
 - 1.3.6 To work in accordance with the Treaty of Waitangi and the laws of New Zealand.
- 1.4 This Policy is to be implemented in accordance with the Memorandum of Understanding between Te Roopū Māori and the Otago University Students' Association.
- 1.5 The Piupiu are to be treated in a manner consistent with Tikanga Māori.

2. Hireage of Piupiu

- 2.1 The conditions when hiring the Piupiu are to be in accordance with the Piupiu Booking Form administered through the Te Roopū Māori hireage system.

3. Custody of Piupiu

- 3.1 As agreed by both parties, OUSA and Te Roopū Māori, the Piupiu will be stored at Te Tumu, University of Otago, Dunedin.
- 3.2 At any time OUSA can request the return of the Piupiu, at which time OUSA will take over custodianship.



Recreation Carpark Policy

Category	Recreation
Version	1
First ratified	17 May 2004
Last ratified	17 May 2004
Review date	1 February 2020

Related Policies and Documents: OUSA Employment Policy.

1. Purpose

- 1.1 OUSA Recreation has 16 car spaces. Car parks are available for lease by OUSA staff, and staff of OUSA subsidiaries and non-OUSA parties.
- 1.2 Car parks remain the property of OUSA and OUSA has the right to allocate car parks according to this policy.

2. Policy on Allocating Car Parking Spaces

- 2.1 The OUSA Recreation Manager is responsible for allocating car spaces. The OUSA Recreation Manager will use his or her discretion to allocate car parks to OUSA staff, or to make car parks available for commercial rental.
- 2.2 No car park will be offered to staff at OUSA or OUSA subsidiaries as part of their employment package without prior confirmation from the OUSA Recreation Manager that a space is available and has been allocated to the staff member.
- 2.3 Parking spaces are granted to an individual. Car parks are not associated with a role or a particular part or subsidiary of OUSA. On leaving their role OUSA or an OUSA subsidiary, the individual automatically loses the right to use any car park assigned to them. This park will then be re-allocated at the discretion of the OUSA Recreation Manager.
- 2.4 Car parks can be assigned for a fixed term, in which case at the end of the term the individual automatically loses the right to use the car park assigned to them. This park will then be re-allocated at the discretion of the OUSA Recreation Manager.
- 2.5 Allocation of car parks is to be transparent. A full list of car parks will be kept at OUSA Recreation and will be available for review by any OUSA member, or OUSA staff member, or any staff member of an OUSA subsidiary.
- 2.6 Allocation of a car park is a privilege and can be withdrawn if an individual causes damage to the car park or other parked cars.

3. Impact on Current Carpark Users

- 3.1 Current car park owners will retain the right to use car parks assigned to them while they are employed by OUSA or an OUSA subsidiary.
- 3.2 OUSA subsidiaries will be required to compensate OUSA for the use of OUSA car parks which are currently in use by their staff.

3.3 The OUSA Recreation Manager will collect data on current users of parks and make this information available at the OUSA Recreation Centre.



Safe Driving Policy

Category	Operational
Version	1
First ratified	1 June 2006
Last ratified	26 August 2008
Review date	1 February 2019

Related Policies and Documents: OUSA External Policy and Grants Policy.

1. Purpose

- 1.1 The purpose of this policy is:
 - 1.1.1 To ensure that all Otago University Students Association vehicles are maintained in a safe, clean and roadworthy condition in order to ensure the maximum safety of the driver, occupants, and other road users at all times; and
 - 1.1.2 To ensure that authorised drivers of Otago University Students Association and other vehicles are appropriately licensed and demonstrate safe driving and other good road safety habits during the course of their work.
- 1.2 The Otago University Students Association expects all staff to comply with the official New Zealand Rode Code.
- 1.3 Staff may not drive Otago University Students Association vehicles unless authorised to do so by the designated authority in the relevant Department.

2. Responsibilities of Employees

- 2.1 Authorised drivers of Otago University Students Association vehicles must:
 - 2.1.1 Follow appropriate procedures for booking, using and returning vehicles;
 - 2.1.2 Meet the costs of fines for any traffic violations;
 - 2.1.3 Report vehicle defects to the OUSA Recreation Centre reception staff before the next vehicle use;
 - 2.1.4 Report to their manager and to the OUSA Recreation Centre reception staff any near-hits, crashes and scrapes, whether or not they result in injury;
 - 2.1.5 Comply with all traffic legislation, be conscious of road safety and demonstrate safe driving and good road safety habits;
 - 2.1.6 Hold a current valid driving licence, with the correct class and endorsements for the vehicle concerned;
 - 2.1.7 Application for limited license to drive an OUSA vehicle, despite a traffic conviction which jeopardises the currency of a license, is the responsibility of the licensee;

- 2.1.8 Not use cell phones when driving; and
- 2.1.9 Wear footwear while driving.

3. Responsibilities of the Employer

- 3.1 The employer undertakes to:
 - 3.1.1 Encourage safe driving practices and not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment;
 - 3.1.2 Provide vehicles that are appropriate for their intended use;
 - 3.1.3 Give priority to safety features when selecting and purchasing new vehicles;
 - 3.1.4 Ensure all vehicles are well-maintained;
 - 3.1.5 Promote driver and passenger safety by providing for each vehicle a routine vehicle maintenance checklist;
 - 3.1.6 Provide in the glove-box of each vehicle a checklist of accident/incident procedures;
 - 3.1.7 Provide a first-aid kit for each vehicle, and a safety triangle for use at night;
 - 3.1.8 Provide opportunities for driver training and education where appropriate; and
 - 3.1.9 Collect, monitor and report regularly statistics on accidents, incidents, injuries and their causes, and take action as appropriate.
- 3.2 The maintenance of the OUSA owned vehicles is the responsibility of the OUSA Recreation Centre, 84 Albany Street.

4. Use of Cell Phones

- 4.1 Use of cell phones (including hands-free phones) while driving is not permitted. Before making or answering a phone call, drivers must pull over to the side of the road (when it is safe to do so).

5. Accident Procedures

- 5.1 In the event of a vehicle accident or incident, the driver must follow the law regarding motor vehicle incidents, which are also outlined in the checklist on the laminated card in the glove box of each vehicle.

6. Appendix A: Safe Driving Practices

- 6.1 Prevention of fatigue:
 - 6.1.1 Fatigue impairs driving ability and cause slower reaction times, particularly in unexpected or emergency situations;
 - 6.1.2 On long distance travelling, drivers need to factor in regular breaks - a ten minute break every two hours at least;
 - 6.1.3 Plan to allow sufficient time to include these breaks;
 - 6.1.4 Share the driving with another designated driver;
 - 6.1.5 Fuel stops should be used to check that the vehicle is operating safely - tyre check for example;
 - 6.1.6 Eat sensibly during a long journey - avoid large meals; and
 - 6.1.7 Drink plenty of water.

- 6.2 Smoking:
 - 6.2.1 Is not permitted in any OUSA Vehicle.
- 6.3 Speed:
 - 6.3.1 Always travel within the speed limit, taking into consideration the conditions at the time and adjust accordingly.
- 6.4 Alcohol and drugs:
 - 6.4.1 Controlled substances and alcohol are prohibited at all times when driving an OUSA vehicle.
 - 6.4.2 Check with your doctor to ensure that any medication prescribed to you will not impair your ability to drive.
 - 6.4.3 Ask for possible side effects of any pharmacy bought drugs you may purchase so as not to put yourself (or others) at risk when driving. For example, allergy medications can cause drowsiness.
- 6.5 Seat belts:
 - 6.5.1 All drivers and passengers must wear a seat belt - this is a legal requirement.
- 6.6 Towing a trailer / caravan / boat:
 - 6.6.1 A trailer must display:
 - 6.6.1.1 A current warrant of fitness;
 - 6.6.1.2 Current vehicle registration label; and
 - 6.6.1.3 Lights, reflectors, registration plate lamp, direction indicators and braking systems must all be in complete working order.



Smoke-Free Policy

Category	Operational
Version	1
First ratified	1 June 2006
Last ratified	26 August 2008
Review date	1 February 2019

Related Legislation: Smoke-free Environments Act 1990.

1. Purpose

- 1.1 This policy meets the requirements of the Smoke-free Environments Act 1990 and is based on the following principles:
- 1.1.1 All indoor areas of the campus are 100% smoke-free.
 - 1.1.2 Even outdoors, all members of the Otago University Students Association community who do not smoke are entitled, so far as is reasonably practicable, to be protected from second-hand cigarette smoke when on campus.
 - 1.1.3 The Otago University Students Association supports all efforts and initiatives to promote a smoke-free lifestyle as the norm.
 - 1.1.4 All staff, executive, volunteers and visitors of the Otago University Students Association and Planet Media Dunedin Limited community are expected to respect the Otago University Students Association's aim to promote a smoke-free lifestyle as the norm.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
OUSA will refer to the physical grounds and premises occupied by the Otago University Students Association.

3. Smoking Prohibited Indoors

- 3.1 Smoking is prohibited in all indoor areas of the OUSA, including Otago University Students Association vehicles.

4. Restrictions on Smoking Outdoors

- 4.1 Provided the principles in section 1 are upheld, smoking is permitted in an outdoor area near OUSA only if it is at least four metres away from:
 - 4.1.1 Building entrances and windows.
 - 4.1.2 Air-intake vents.
 - 4.1.3 Areas that are provided for the consumption of food or drink.
 - 4.1.4 Areas where people have congregated for, or are engaged in, sport or recreation.
- 4.2 Any person who wishes to smoke near OUSA must be considerate of non-smokers, and must strive to ensure that the cigarette smoke does not affect them.
- 4.3 People working within OUSA are entitled to request that smoking does not take place in their vicinity if they feel affected by the cigarette smoke.
- 4.4 Anyone who receives a request not to smoke is expected to respond cooperatively and courteously.
- 4.5 Section 5 below provides a formal complaints process in relation to this policy. Before invoking this process, people working within OUSA are encouraged to deal with any concern about smoking in an open and professional manner and to try to resolve it informally.

5. Complaints

- 5.1 A student, staff member or contracted employee of the Otago University Students' Association may lodge a complaint in relation to this policy, its implementation or an alleged breach.
- 5.2 A complaint must be lodged with the Executive who, depending on whether the complaint involves staff, students or members of the public, will arrange for it to be addressed by an appropriate authority.
- 5.3 If the Executive is unable to investigate the complaint and resolve it by agreement in terms of the Smoke-free Environments Act 1990, it will be referred, in accordance with the Act, to the Public Health Unit, Dunedin Hospital.



Sustainability Policy

Category	Operational
Version	1
First ratified	19 January 2010
Last ratified	19 January 2010
Review date	1 February 2019

Related Policies and Legislation: Health and Safety in Employment Act 1992, Workplace Health and Safety Strategy for New Zealand to 2015, Health and Safety in Employment Regulations 1995, OUSA Health and Safety Policies and Procedures Manual and OUSA Environmental Committee Terms of Reference.

1. Purpose

- 1.1 The Otago University Students' Association (OUSA) recognises the principles of sustainability outlined in *The Earth Charter*, last published by the Earth Charter Commission in 2015
- 1.2 This policy guides the pragmatic application of these principles at an institutional level, recognising the implications of New Zealand Health and Safety legislation to this policy.
- 1.3 OUSA shall recognise the need to utilise resources in a sustainable manner, so that:
 - 1.3.1 These resources shall be available for utilisation by future generations of students;
 - 1.3.2 The negative effects of human-induced climate change shall be mitigated;
 - 1.3.3 The well-being of New Zealand's indigenous flora and fauna shall not be compromised unnecessarily; and
 - 1.3.4 The Association does not find itself subsequently burdened with excessive costs arising from consumption of energy or other operational necessities.
- 1.4 OUSA shall recognise the importance of educating both its members and the wider community on the importance of sustainable resource use.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
 - Environmentally friendly** means minimising irreversible harm to the natural environment.
 - Recycled paper** means paper which is wholly or partially composed of recycled material.
 - Renewable resources** means a resource that can be replenished at a rate equal to or greater than its rate of depletion; i.e., solar, wind, geothermal and biomass resources.
 - Sustainability** means practices that meet the economic and social needs of today without adversely impacting on the needs of tomorrow.

3. Implementation

- 3.1 The use of new paper shall be kept to a minimum by means of the following:
 - 3.1.1 OUSA paper documents shall be printed double-sided, unless there is a legitimate reason not to do so.
 - 3.1.2 Where possible, paper documents produced and distributed by OUSA, including posters and other promotional paraphernalia, shall be printed on paper sourced from renewable resources.
 - 3.1.3 All staff and executive members shall be encouraged to use email and other electronic methods of disseminating information, rather than paper documents.
 - 3.1.4 Waste paper shall be recycled.
- 3.2 The use of non-paper items in OUSA-controlled buildings shall be subject to the following guidelines:
 - 3.2.1 OUSA shall minimise the use of non-recyclable, disposable goods and materials by, where reasonably possible, purchasing environmentally friendly products.
 - 3.2.2 Any disposable goods that are used shall be disposed of in an environmentally friendly way.
- 3.3 OUSA's consumption of energy shall be subject to the following guidelines:
 - 3.3.1 OUSA shall stress the importance of energy efficiency when undertaking new building projects, and, where applicable, shall seek to improve the energy efficiency of those buildings already under its control.
 - 3.3.2 OUSA-controlled buildings shall be as energy efficient as possible, by means of the following:
 - 3.3.2.1 OUSA shall, wherever practical, install curtains and other applicable heat retaining devices in all rooms.
 - 3.3.2.2 OUSA shall encourage the replacement of incandescent light bulbs with fluorescent light bulbs wherever possible.
 - 3.3.3 Energy waste from computers shall be minimised by:
 - 3.3.3.1 Ensuring all monitors are turned off when staff are to be vacant from their workstation for more than 5 minutes.
 - 3.3.3.2 Ensuring computers are fully shut down over the weekend.
 - 3.3.3.3 When old computers are disposed of, they must be taken to an e-waste recycle station.
 - 3.3.4 Heaters, fans, lights, and other items in OUSA-controlled buildings that require extensive energy consumption shall be:
 - 3.3.4.1 Only utilised when there is no reasonable alternative.
 - 3.3.4.2 Turned off in rooms which are not being occupied.
 - 3.3.5 OUSA-owned vehicles shall be:
 - 3.3.5.1 Energy efficient.
 - 3.3.5.2 Only utilised when there is no reasonable alternative.
 - 3.3.5.3 Utilised in a manner that recognises carpooling as being preferable to solitary usage.
- 3.4 Where OUSA undertakes construction projects, the materials used on those construction projects shall be subject to the following guidelines:
 - 3.4.1 OUSA shall endeavour to ensure that the materials used are sustainable.
 - 3.4.2 OUSA shall ensure that no tropical rainforest timbers are used in any of its construction projects.

- 3.4.3 No new native timber shall be used by OUSA.
- 3.5 With regard to such projects, OUSA shall incorporate sustainability principles into the design and building processes.

4. Environmental Education

- 4.1 OUSA shall contribute to a wider social awareness of environmental matters by:
 - 4.1.1 Promoting and fostering awareness about the environment and being as environmentally friendly as reasonably possible during Orientation week.
 - 4.1.2 Engaging with the University of Otago, and both central and local government, in the pursuit of sustainable resource utilisation.
 - 4.1.3 Supporting initiatives that foster sustainable resource utilisation among both students and the community at large.
 - 4.1.4 Facilitating informed discussion about environmental matters among its members.
- 4.2 All staff and executive members shall be educated on this Environmental Policy and other environmental issues annually, or on any induction into OUSA, whichever comes first.



Theft Policy

Category	Operational
Version	1
First ratified	6 October 2009
Last ratified	6 October 2009
Review date	1 February 2019

Related Legislation: Crimes Act 1961.

1. Purpose

- 1.1 The Otago University Students' Association (OUSA) recognises that fair and consistent policy is needed for resolving suspected theft of staff, executive, or customer property in the course of their contact of the Association.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –

Appropriate external authorities means people outside the organisation who would be able to provide guidance on such matters. These authorities include, but are not limited to the University of Otago Proctor, the NZ Police and the University of Otago Mediator.

Officer means the Finance Officer, the Education Officer, or the Welfare Officer.

Theft means the same as the definition given in Section 219 of Part 10 of the Crimes Act 1961.

3. Appendix A: General Procedure

- 3.1 The suspected theft of item(s) shall be referred to the Chief Executive Officer.
- 3.2 The Chief Executive Officer shall investigate the suspected theft within 2 working days of it being brought to their attention. As part of this investigation, they shall create a written report which shall include the following information:
- 3.2.1 A full description of the item(s) involved;
 - 3.2.2 All relevant information leading up to the theft;
 - 3.2.3 A report of information gleaned from other staff; and
 - 3.2.4 Any information considered pertinent.

- 3.3 The Chief Executive Officer will then inform the President of the situation and, throughout the process of resolving the issue, will continue to liaise with the President.
 - 3.3.1 If the Chief Executive Officer has reason to believe that the President has been involved in the suspected theft then they may, at their discretion, liaise with one of the Officers.
- 3.4 The Chief Executive Officer, in consultation with the complainant, will notify the appropriate authorities in a timely manner.
- 3.5 The Chief Executive Officer will make any decisions regarding compensation or disciplinary action based on their findings.
 - 3.5.1 It is to be noted that although OUSA will not usually compensate anyone for lost items, exceptions will be made in certain circumstances at the discretion of the Chief Executive Officer.
- 3.6 Nothing in this policy limits the Chief Executive Officer from taking further steps to resolve or investigate the issue as they see appropriate.
 - 3.6.1 If any such extra steps involve monitoring areas of OUSA with sound and/or video surveillance then all staff and executive members must be notified before any such steps are taken.
- 3.7 The Chief Executive Officer may delegate the responsibilities in this policy to anyone so long as this delegation is recorded in writing.

4. Appendix B: Special Procedures

- 4.1 Where a complainant suspects the Chief Executive Officer is involved in theft of items then they may bring the suspected theft to the attention of the OUSA President.
 - 4.1.1 It then becomes the President's responsibility to action this policy.
- 4.2 Where a complainant suspects both the Chief Executive Officer and the President of theft then they may bring the matter to either the Secretary of the Association or an Executive Officer.
 - 4.2.1 Once the Secretary or Executive Officer has been informed of the suspected offence it then becomes their responsibility to action this policy.
- 4.3 In such a situation, the individual shall approach an appropriate external authority for guidance on how to proceed.

5. Appendix C: Right of Appeal

- 5.1 If a complainant disagrees with the decision made under this policy they will be entitled to:
 - 5.1.1 Make a formal written appeal to be considered by the OUSA Executive.
 - 5.1.2 Attend and address the open parts of the meeting.
 - 5.1.3 Have present a union representative or support person at this, and any subsequent, meeting.
- 5.2 The Executive may:
 - 5.2.1 Over-rule the Chief Executive Officer's decision.
 - 5.2.2 Request the Chief Executive Officer reviews their decision.
 - 5.2.3 Initiate a review of the process.
- 5.4 Such ruling by the Executive is final.



Volunteers Policy

Category	Operational
Version	1
First ratified	17 April 2002
Last ratified	17 April 2002
Review date	1 February 2019

Note: This policy outlines the appropriate procedures OUSA's volunteers.

1. Purpose

- 1.1 OUSA recognizes that it relies upon the work and goodwill of volunteers to further its aspirations and work.
- 1.2 OUSA encourages the involvement of volunteers in the association, and supports them in their work and reward them for their efforts.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
Volunteer means a person who does unpaid work for the association under the direction of staff or executive members.

3. Implementation

- 3.1 Areas of OUSA that will include volunteer work will show how they intend to support and reward volunteers, through sponsored materials, 'perks' or allocation of budgets for volunteer expenses, in their annual plans.
- 3.2 OUSA will supply a volunteer card to all volunteers who contribute more than ten hours work to the association. This card should provide discounts or other benefits to volunteers not normally accessible to students.
- 3.3 Staff and executive members that use volunteers will maintain a database of volunteers, including contact details, and a general indication of their level of involvement.
- 3.4 Staff and executive members will write references, testimonials, or act as referees for volunteers.
- 3.5 All volunteers who contribute significantly to OUSA throughout a year will receive an invitation to the OUSA Christmas Party.
- 3.6 OUSA will provide consideration to the needs of volunteers and volunteer groups in designing workspace, computers, and meeting areas.

Procedural



Club Affiliation Policy

Category	Procedural
Version	12
First ratified	2000
Last ratified	November 2018
Review date	2020

Note: This policy outlines the appropriate procedures for club affiliation.

Related Polices and Documents: Club Constitution Template.

1. Purpose

- 1.1 To explain and regulate the relationship between the Otago University Students' Association (OUSA) and the affiliated bodies under section 18 of the OUSA Constitution.
- 1.2 OUSA recognises and values the positive outcomes structured clubs can bring to campus. As such in affiliating to OUSA, clubs are offered advice, support, training and resources.

2. Affiliation Requirements

- 2.1 The objectives and actions of the club must remain consistent with the OUSA Constitution.
- 2.2 Affiliated OUSA clubs must meet particular conditions but remain their own separate legal entities.
- 2.3 The Club must primarily benefit students.
- 2.4 The Clubs membership must be at least three-quarters University of Otago Students and Otago Polytechnic Students.
- 2.5 The governing body at least two-thirds University of Otago students and Otago Polytechnic Students.
- 2.6 The Club must:
 - 2.6.1 Not pose a risk, reputation or otherwise, to the Association;
 - 2.6.2 Be distinctly different from those already affiliated;
 - 2.6.3 Must not be formed for the financial gain of its members; and
 - 2.6.4 Must be lawful in all respects.
- 2.7 The Club must have:
 - 2.7.1 A Club Constitution;
 - 2.7.2 A full membership list, of at least ten (10) members which includes full names, and student identification numbers;
 - 2.7.3 Minutes of an Inaugural General Meeting (IGM) with the adoption of the club name and constitution and election of officers as a minimum; and
 - 2.7.4 Any other documentation the OUSA Executive or the OUSA Clubs Development Officer (CDO) deem necessary.
- 2.8 Newly affiliated Clubs will be deemed affiliated until the end of that year.

- 2.9 The affiliation of any Club is subject to the overall approval of the OUSA Executive.
 - 2.9.1 Affiliation may be accepted or declined at the discretion of the Executive.

3. Affiliation to Other Bodies

- 3.1 Where affiliation does not jeopardise the Club's ability to comply with the OUSA Constitution, clubs may affiliate to an external body.

4. Continuing Affiliation Requirements

- 4.1 Clubs who wish to continue their affiliation must apply to re-affiliate by the date stipulated by the OUSA Clubs Development Officer.
 - 4.1.1 It is the responsibility of the affiliated club to ensure they keep the CDO updated with any change of correspondence details.
- 4.2 Re-affiliating clubs must provide the following:
 - 4.2.1 Minutes of the Annual General Meeting (AGM) which must include a financial reports, presidents report and election of officers;
 - 4.2.2 Updated Membership List with full name and student identification numbers;
 - 4.2.3 Asset List; and
 - 4.2.4 Updated contact details of the Executive to the CDO.

5. Powers of the Association

- 5.1 With respect to any affiliated Club, where there are reasonable grounds for concern and or a breach of this policy the OUSA Executive may:
 - 5.1.1 Request additional information from the Club;
 - 5.1.2 Convene a Special General Meeting of the Club;
 - 5.1.3 Withdraw a benefit or benefits of affiliation; or
 - 5.1.4 Impose a temporary suspension of affiliation, or disaffiliate a club.

6. Obligations Upon Affiliated Clubs

- 6.1 All Clubs must ensure that:
 - 6.1.1 Their Clubs activities are lawful; and
 - 6.1.2 They are practicing proactive health and safety management.
- 6.2 Clubs are fully responsible for any financial liabilities they incur including loan agreements.
- 6.3 Proposed amendments to any Clubs Constitution must be ratified at a General Meeting of the club and shown in the minutes of that meeting.
 - 6.3.1 The minutes of this meeting must be approved by the OUSA Executive.

7. Disaffiliation and Dissolution

- 7.1 A Club may disaffiliate from OUSA at any time by notifying OUSA in writing.
 - 7.1.1 Such notification should provide reasons for why the Club is disaffiliating from OUSA.
 - 7.1.2 Such notification must be provided alongside supporting General Meeting minutes.
- 7.2 Upon the dissolution of any affiliated Club all funds and assets shall be distributed as stated in the Club's constitution.
 - 7.2.1 Where a Club's constitution does not outline how funds and assets are to be distributed on dissolution, they will be held by OUSA until another club with a similar purpose is affiliated.



Equal Opportunities in Sport and Recreation Policy

Category	Recreation
Version	1
First ratified	11 December 2007
Last ratified	11 December 2007
Review date	1 February 2019

Related Legislation and Documents: Charter of the United Nations, Universal Declaration of Human Rights, UN Convention on the Elimination of All Forms of Discrimination Against Women, and the Human Rights Act 1994.

1. Purpose

- 1.1 The Otago University Students' Association (OUSA) believes that equal opportunity to participate and be involved in sport and recreation is the right of every OUSA member.

2. Implementation

- 2.1 Every effort should be made by OUSA to comply with the equality provisions of the Charter of the United Nations, the Universal Declaration of Human Rights, the UN Convention on the elimination of All Forms of Discrimination against Women, and the Human Rights Act 1994 in relation to any sport and recreation activities it undertakes.
- 2.2 The Otago University Students' Association (OUSA) endorses the Hillary Commission Winning Women's Charter and the UN Convention on the Elimination of All Forms of Discrimination Against Women, and seeks where possible to implement their principles.
- 2.3 Resources, power and responsibility should be allocated to redress any inequitable balance in the benefits available to its members.
- 2.4 The planning, design, and management of any OUSA recreation facilities should appropriately and equitably meet the particular needs of its members, with consideration given to the following:
- 2.4.1 The need for childcare provision and safety;
 - 2.4.2 The needs of disabled students; and
 - 2.4.3 Cultural and religious needs of members.
- 2.5 OUSA will provide and promote sport and recreation opportunities that meet its members' needs and aspirations.

- 2.6 OUSA shall provide equitable opportunities for its members to reach their potential by ensuring that all activities and programs relating to performance enhancement include the specific needs of all athletes regardless of gender, class, race or religious affiliation.
- 2.7 OUSA shall ensure that opportunities to compete, rewards, incentives, recognition, sponsorship, promotion and other forms of support are provided fairly and equitably.
- 2.8 OUSA will seek to develop policies and programmes, and design structures that increase the number of coaches, advisers, decision makers, and officials, administrators and sports personnel from marginalised groups at all levels. Recruitment, development and retention require special attention.
- 2.9 OUSA will ensure that in its training of those staff members involved in sports and recreation, issues relating specifically to gender, religious and cultural equity and the needs of marginalised athletes, are recognised and engaged with.
- 2.10 OUSA shall ensure that when setting its annual budget or when allocating resources support is made available in an equitable manner.
- 2.11 OUSA shall network with other organisations to promote issues of equality. Examples of good practice should be shared with other organisations at the local and, national and international level.
- 2.12 OUSA shall encourage public recognition of its members in such a way that the achievements and involvement, of the many rather than the few, are reflected in the celebration of its participants, coaches and leaders.
- 2.13 The implementation of this policy shall be the responsibility of OUSA recreation staff, OUSA advocacy staff and OUSA executive members that are directly involved in the administration of recreation and sport or represent the interests of marginalised OUSA members.



Financial (Independent Advice) Policy

Category	Procedural
Version	2
First ratified	24 March 2003
Last ratified	21 September 2005
Review date	1 February 2019

Related Policies: Capital Expenditure Policy.

1. Purpose

- 1.1 The Executive recognises the importance of accurate financial decision-making and the need to adhere to statutory and regulatory financial standards.
- 1.2 The Executive also notes motion 36/03 of the Finance Committee, which calls for the promulgation of this policy.

2. “Major Transactions” Defined

- 2.1 A new category of financial transactions concerning the Association is created. These are “major transactions”.
- 2.2 A major transaction is one which amounts to ten per cent or more of the total operating budget of the Otago University Students’ Association in that year.
- 2.3 A major transaction must be a one-off transaction and not a transaction of an ongoing nature.

3. Independent Advice for Major Transactions

- 3.1 When a major transaction arises:
 - 3.1.1 Independent advice must be sought from the accountants, business advisors or solicitors of the Association by the Chief Executive Officer.
 - 3.1.2 The advice in 3.1 should cover all possible effects of the transaction upon the Association and outline the statutory and regulatory requirements to which the Association must adhere.

4. Implementation

- 4.1 The Finance Officer will be responsible for overseeing the implementation of this policy.



Loans Policy

Category	Procedural
Version	3
First ratified	20 July 2005
Last ratified	3 September 2013
Review date	1 February 2019

Note: This policy outlines the procedure and criteria for the granting of loans by the Executive.

1. Purpose

- 1.1 The Executive may choose to lend money to certain bodies, subject to the conditions and criteria set out below.

2. Criteria for the Granting of Loans

- 2.1 The Executive shall only grant loans in very rare and exceptional circumstances, and approve such by resolution.
- 2.2 A loan shall only be granted to an organisation from at least one of the following groups:
- 2.2.1 Bodies affiliated to OUSA.
 - 2.2.2 Bodies to whom OUSA is affiliated.
 - 2.2.3 Bodies wholly or partially owned by OUSA.
- 2.3 A loan shall only be granted for one or more of the following purposes:
- 2.3.1 Any activity that is crucial to the functioning or continued well-being of the recipient body.
 - 2.3.2 Any activity that allows the recipient body to significantly advance the aims of OUSA.
- 2.4 A loan shall only be granted where the following documentation has been submitted to and approved by the Finance Officer, who shall then submit it to a meeting of the Executive for their consideration:
- 2.4.1 A covering letter outlining what the loan will be used for, what other sources of funding have been explored, which of the purposes outlined in clause 2.3 of this policy will be advanced by the loan. The letter shall also state that the recipient organisation, to the best of its knowledge, has no outstanding monetary debts to OUSA.
 - 2.4.2 A minimum three-year financial strategic plan by the recipient body, which must indicate that the recipient body is able to fulfil the conditions of the loan, outlined in section 3 of this policy.
 - 2.5.3 A General Purposes Financial Statement for the two previous financial years, prepared in line with the appropriate recommendations of the New Zealand Institute of Chartered Accountants, or equivalent documentation.

- 2.4.4 An official copy of the minutes of a meeting of the recipient body's executive, or other equivalent governing body, reflecting a unanimous vote in favour of applying for the loan.
- 2.4.5 A repayment schedule.

3. Conditions of the Loan

- 3.1 Any loan granted must fulfil all of the conditions set out in this clause:
 - 3.1.1 There shall be a fixed repayment schedule, which outlines periodic repayments to be made in order to repay the entire principle of the loan within a period to be set by the Executive.
 - 3.1.2 There shall be interest charged on the loan at a rate to be set by the Executive.
 - 3.1.3 The repayment schedule shall be included in the contractual loan agreement.
 - 3.1.4 In the event that the recipient body fails to comply with the repayment schedule;
 - 3.1.4.1 Interest will be charged on the overdue sum, to be calculated daily, at an annual rate equal to the annual overdraft interest rate on the current account of OUSA, where clause 18.4 of the OUSA Constitution and Rules is not applicable. As well as this the Executive may;
 - 3.1.4.2 Enact the powers granted to it under clause 18.4 of the OUSA Constitution and Rules to assume the affairs of and control the club, where this is applicable, or;
 - 3.1.4.3 Recall the loan.
 - 3.1.5 All loan agreements must comply with this policy and must specify the loan is repayable on demand if any of the terms and conditions of the loan or this policy are breached.
 - 3.1.6 The repayment schedule may include principal repayments to be made at least twice per calendar year, allowing no period of six months to elapse in which no repayment of the principal has been made.
 - 3.1.7 The recipient body may only apply for sports, societies and faculty grants if they have met the minimum repayments on their loan in the preceding year.



Membership Policy

Category	Procedural
Version	4
First ratified	15 March 2004
Last ratified	2 March 2006
Review date	04 July 2019

Related Policies and Legislation: Education Act 1989 and Constitution and Rules of the Otago University Students' Association Incorporated

1. Purpose

- 1.1 The Education Act 1989, sections 229A – 229D, establishes the nature of membership of students' associations in New Zealand. The purpose of this policy is to give effect to the requirements of that Act.
- 1.2 Further, the purpose of this policy is to elaborate upon membership provisions in the Constitution and Rules.

2. Compulsory Membership

- 2.1 All students enrolled at the University of Otago are members of the Otago University Students' Association ("the Association").
- 2.2 All students enrolled at the University of Otago may exercise all the privileges and rights of membership of the Association.
- 2.3 The abovementioned privileges and rights in 2.2 include, but are not limited to:
 - 2.3.1 Being an officer of the Association;
 - 2.3.2 Voting in Association elections; and
 - 2.3.3 Using and enjoying all services offered by the Association or any of its subsidiaries or affiliates.

3. Withdrawing Membership

Objection to Membership

- 2.1 OUSA membership is free to students at the University of Otago.
- 3.2 If a student does not wish to retain their membership, they must contact the OUSA Secretary.



Parents' Room and Women's Room Policy

Category	Procedural
Version	6
First ratified	21 August 2002
Last ratified	23 March 2010
Review date	October 2019

Note: This policy outlines the responsibilities and appropriate procedures for the maintenance of the Parents' Room and Women's Room.

Related Policies and Motions: Student General Meeting Motions 20/09 and 21/09 THAT OUSA supports the continued existence of the Parents' Room and Women's Room and Executive Motion 567/18 THAT OUSA will lobby the University for a space for Queer and Questioning students and that there be of review of the Women's Room Policy within 12 months.

1. Purpose

- 1.1 The intent of this policy is to formally detail the rules governing the maintenance and availability of the Otago University Students' Association (OUSA) Parents' Room and Women's Room. .
- 1.2 The Executive delegates to the Welfare Officer or their delegate the responsibilities of promoting the principles of this policy, ensuring that this policy's substance is implemented.
- 1.3 The Executive delegates to the Student Support Centre Manager or their delegate the ability to make any operational changes and carry out any other specific duties required by this policy.
- 1.4 The Executive strongly supports the Welfare Officer and Student Support Centre Manager in fulfilling their duties with respect to this policy.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
Child means a person under fourteen years of age who is the responsibility of their parent.
Parent means, in addition to its standard meaning, caregiver or guardian.
Parents' Room means the space reserved for parents and children on campus and maintained by OUSA in the Union building.

3. Guidelines

- 3.1 The Parents' Room shall not be used for any purpose other than as a safe space for parents and their children, except as provided for elsewhere in this policy.

- 3.2 The Women's Room shall not be used for any purpose other than as a safe space for those who use it within the bounds of this policy, except as provided for elsewhere in this policy.
- 3.3 Users of both Rooms shall be tolerant and inclusive of other users, and may discuss any problems with the Welfare Officer.
- 3.4 During such time as the Welfare Officer position is vacant, the Executive shall, by general resolution, delegate the tasks outlined in 1.2 to another Executive member.
- 3.5 The Executive shall recognise:
 - 3.5.1 That the Parents' Room and Women's Room are unique and important spaces on campus;
 - 3.5.2 That the Parents' Room should be a place where all parents and their children can feel safe and welcome; and
 - 3.5.3 That the Women's Room should be a place where all users can feel safe, welcome and free from harassment of any kind.
- 3.6 The Executive shall commit to:
 - 3.6.1 Improving access to both Rooms, in order to encourage greater utilisation of the facilities;
 - 3.6.2 Improving general awareness of the facilities provided by the Rooms; and
 - 3.6.3 Promoting the continued existence of the Rooms.

4. Access and Availability

- 4.1 Access to the Parents' Room shall be limited to:
 - 4.1.1 All parents with their children; and
 - 4.1.2 Any other persons deemed necessary for the maintenance and upkeep of the Parents' Room. Such persons are subject to the explicit authorisation of the Welfare Officer.
- 4.2 Access to the Women's Room shall be limited to:
 - 4.2.1 All those on campus who identify as women;
 - 4.2.2 Their children, excluding males of five years of age or older; and
 - 4.2.3 Any other persons deemed necessary for the maintenance and upkeep of the Women's Room. Such persons are subject to the explicit authorisation of the Welfare Officer.
- 4.3 Both Rooms shall be available whenever the Union Building is available for normal use.
- 4.4 The Executive, on the recommendation of the Welfare Officer, may temporarily waive any of the limitations on access and purpose contained in section 4 of this policy.
- 4.5 Unauthorised contraventions of sections 3 or 4 of this policy shall be dealt with in the following manner:
 - 4.5.1 A verbal or written warning from the Welfare Officer.
- 4.6 In the case of more serious breaches, the Executive, on the advice of the Welfare Officer and operating within the boundaries set by the Constitution, may take any further steps it deems necessary.

5. Upkeep

- 5.1 Daily cleaning of the Rooms shall be the responsibility of University of Otago Property Services.
- 5.2 In terms of the upkeep of the Rooms, the Student Support Centre Manager or their delegate shall be responsible for the following:
 - 5.2.1 Ensuring the continued existence and maintenance of adequate seating facilities for the explicit purposes of the Rooms (for example, breastfeeding in the Parents' Room);
 - 5.2.2 Ensuring the continued existence and maintenance of adequate kitchen facilities which includes access to hot water, fridge and cleaning equipment;
 - 5.2.3 Ensuring the continued existence and maintenance of adequate changing facilities in the Parents' Room;
 - 5.2.4 Coordinating with the Welfare Officer to provide educational material so that parents and women on campus have the ability to easily access basic information in a comfortable environment and that any material provided shall be objective in nature, and its intention shall be to inform and educate rather than to persuade or cast opinion on any particular issue or action.
 - 5.2.5 The carrying out of any other duties arising from the Student Support Centre Manager's role as custodian of the Rooms.



Policy Development Protocol

Category	Procedural
Version	1
First ratified	11 May 2010
Last ratified	11 May 2010
Review date	04 July 2019

Note: This policy replaces G001-2012 Policy Implementation Guidelines.

Related Policies: The Constitution and Rules of the Otago University Students' Association Incorporated, Policy Committee Terms of Reference, OUSA External Policy Booklet, OUSA Internal Policy Manual, The Internal Policy Template, OUSA Terms of Reference Template, OUSA Policy Implementation Guidelines, OUSA Committees Terms of Reference Manual.

1. Purpose

- 1.1 The Otago University Students' Association (OUSA) creates and maintains internal policy in order that its functions may be properly regulated.
- 1.2 Under section 11.2 of the Constitution and Rules of OUSA, the Executive sets policy regarding matters of business, activities and all operations of the Association and any other matters internal to the Association.
- 1.3 The Executive, deeming that it is necessary to create a policy governing the creation and maintenance of internal policy, has, to this end, created this Policy Development Protocol.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
Internal policy means the policy governed by section 11.2 of the Constitution and Rules of OUSA.
Non-substantive change means any policy change that would not alter the procedures, functions, or stances of OUSA.
Notice means, in addition to its meaning in section 2.1 of the Constitution and Rules of OUSA, the circulation of a proposed policy document to all members of the OUSA Executive and to any relevant OUSA staff members.
Policy means the rules governing the procedures, functions, or stances of OUSA.
Policy Committee means the OUSA committee governed by the Policy Committee Terms of Reference, and set up to consider internal policy.
Referendum means a secret ballot of the Student body governed by section 21 of the Constitution and Rules of OUSA.

Student body means all members of OUSA.

Substantive change means any policy change that would alter the procedures, functions, or stances of OUSA.

3. Initiation of Policy

- 3.1 Any member of OUSA may draft a new policy, or propose an amendment to an existing policy.
- 3.2 In accordance with section 11.3 of the Constitution and Rules of OUSA, all policy shall be set out as a written document.
 - 3.2.1 All internal policy shall be formatted using the OUSA Internal Policy Template.
- 3.3 No policy shall contradict the laws of New Zealand or the Constitution and Rules of OUSA.
- 3.4 If the proposed policy or amendment pertains to a stance external to OUSA, or involves a proposed change to the Constitution and Rules of OUSA, the policy shall be referred to the Student body.
- 3.5 If the proposed policy or amendment is not covered by section 3.4, the policy shall be referred to the Policy Committee.

4. Student Body

- 4.1 The Student body shall consider proposed policy either by means of Student General Meeting, or by referendum.
- 4.2 Using the definition of notice outlined in section 2.1 of the Constitution and Rules of OUSA:
 - 4.2.1 If the policy does not involve a change to the Constitution and Rules of OUSA, and has received at least five working days' notice, the policy shall be ratified by a majority vote in favour.
 - 4.2.2 If the policy involves a change to the Constitution and Rules of OUSA, and has received at least ten working days' notice, the policy shall be ratified by a two thirds majority vote in favour.
 - 4.2.3 Otherwise the policy shall be ratified by a unanimous vote in favour.
- 4.3 OUSA shall be bound in external matters by the decision of the Student body.
 - 4.3.1 Any breach of section 4.3 shall be announced to the Student body at the first Student General Meeting following the breach.
- 4.4 All policies ratified by the Student body shall be recorded in the OUSA Internal Policy Manual.

5. Policy Committee

- 5.1 The Policy Committee shall consider, in accordance with section 4 of its Terms of Reference, all proposed policies or policy amendments referred to it.
- 5.2 The Policy Committee may, after considering a proposed policy or amendment, return the policy to its initiator, with the recommendation that the policy be further developed.
- 5.3 If the Policy Committee, by majority resolution, considers a policy final, they shall place the policy on notice for five working days.
 - 5.3.1 The Finance Officer shall be responsible for notifying the Chief Executive Officer and Secretary that the policy is to be put to notice.
 - 5.3.2 The Finance Officer shall be responsible for circulating the policy on notice among the members of the OUSA Executive.

- 5.3.3 The Chief Executive Officer shall be responsible for circulating the policy on notice among any relevant OUSA staff members.
- 5.3.4 The Secretary shall be responsible for circulating the policy on notice amongst the student body.
- 5.3.5 On the expiry of the notice period, the policy shall be automatically referred to the OUSA Executive, together with any submissions received during the notice period.
- 5.4 If any member of the OUSA Executive believes that an internal policy should be ratified in its current form, they may refer the policy to the OUSA Executive after its consideration by the Policy Committee, regardless of the recommendation of the Policy Committee.
- 5.5 If the Policy Committee is unable to meet at least once a month, all policy that would be referred to it shall be referred to the OUSA Executive.
- 5.6 The Policy Committee may make non-substantive changes to internal policy.
 - 5.6.1 Any such changes shall be declared at the next meeting of the OUSA Executive.
- 5.7 The Policy Committee may create templates, criteria or guidelines as supporting documents to internal policy.
 - 5.7.1 Any such templates or guidelines shall be declared at the next meeting of the OUSA Executive.
- 5.8 The Policy Committee may, at any time, undertake a review of any internal policy, and refer the recommendations of its review to the OUSA Executive.

6. OUSA Executive

- 6.1 The OUSA Executive, in considering a policy, may:
 - 6.1.1 Refer the policy to the Policy Committee for further consideration.
 - 6.1.2 Place the policy on notice for at least five working days.
 - 6.1.2.1 The Finance Officer shall be responsible for notifying the Chief Executive Officer and Secretary that the policy is to be put to notice.
 - 6.1.2.2 The Finance Officer shall be responsible for circulating the policy on notice among the members of the OUSA Executive.
 - 6.1.2.3 The Chief Executive Officer shall be responsible for circulating the policy on notice among any relevant OUSA staff members.
 - 6.1.2.4 The Secretary shall be responsible for circulating the policy on notice amongst the student body.
 - 6.1.2.5 On the expiry of the notice period, the policy shall be returned to the OUSA Executive, together with any submissions received during the notice period.
 - 6.1.3 Refer the policy to the Student body for a recommendation.
 - 6.1.3.1 The referral process shall only be utilised if the policy has a demonstrable external element.
 - 6.1.4 Vote on the ratification of the policy.
- 6.2 Any setting, repeal, or substantive amendment of internal policy shall require the ratification of the OUSA Executive.
- 6.3 If a policy has received at least five working days' notice, the policy shall be ratified by a majority Executive vote in favour
- 6.4 If a policy has not received at least five working days' notice, the policy shall be ratified by a unanimous Executive vote in favour.

- 6.5 If a policy has received majority support from the OUSA Executive, but due to lack of notice has not been ratified by unanimous consent, the policy shall automatically be placed on notice for five working days.
- 6.5.1 On the expiry of the notice period, the policy shall be returned to the OUSA Executive, together with any submissions received during the notice period.
- 6.6 All policies ratified by the Student body shall be recorded in the OUSA Internal Policy Manual.

7. Committee Terms of Reference

- 7.1 All OUSA committees established under section 25 of the Constitution and Rules of OUSA shall have terms of reference.
- 7.2 All such terms of reference shall be treated as OUSA internal policy, and be subjected to the same process of initiation, consideration, ratification and review.
- 7.3 All such terms of reference shall specify:
- 7.3.1 The committee's membership.
 - 7.3.2 The timeframe of the committee's operations.
 - 7.3.3 The tasks that the committee is to perform.
- 7.4 All terms of reference shall, where reasonable, follow the Terms of Reference Template.