



# Te Tira Ahu Pae

## BOARD PACK

for

## November Board Meeting Part 1

Thursday, 7 November 2024

12:30 pm (NZDT)

Held at:

Online

via Microsoft Teams

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# AGENDA

## NOVEMBER BOARD MEETING PART 1



TE TIRA AHU PAE  
HEI HĀPAI WHAKAMANA  
Massey Students' Association

<b>Name:</b>	Te Tira Ahu Pae
<b>Date:</b>	Thursday, 7 November 2024
<b>Time:</b>	12:30 pm to 1:30 pm (NZDT)
<b>Location:</b>	Online, via Microsoft Teams
<b>Board Members:</b>	Hennessey Wilson (Chair), Anushika Prasad, Caroline Ryan, Chiavanni Le'Mon, Flynn O'Hallahan, Micah Geiringer, Shayne Sullivan
<b>Attendees:</b>	Cece Yuhoi, Jacqueline Adams

### 1. Karakia & Welcome

#### 1.1 Confirmation of Attendees

Hennessey Wilson

**For Noting**

#### 1.2 Apologies

Hennessey Wilson

**For Noting**

#### 1.3 Confirm Minutes for 3 October 2024

12:30 pm (5 min)

Hennessey Wilson

**For Decision**

Confirm minutes from 5th and 20th September Board Meetings

Supporting Documents:

1.3.a Minutes : October Board Meeting Part I - 3 Oct 2024	7
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#### 1.4 Resignation of Ruby Vidgen, Kaiwakahaere ō Kōkiri Ngātahi

Jacqueline Adams

**For Noting**

Ruby Vidgen, Kaiwakahaere ō Kōkiri Ngātahi sent a letter of resignation and completed duties on 25 October 2024

Supporting Documents:

1.4.a Letter of resignation Ruby.pdf	11
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#### 1.5 Interests Register

Hennessey Wilson

## For Noting

### Supporting Documents:

1.5.a Interests Register

12

## 2. For Discussion and Decision

### 2.1 New Board appointment

Chiavanni Le'Mon

#### For Decision

That Manawhakahaere, Ripeka Paapu, be appointed to the Board

### 2.2 Extension of term of Office of Board Members

Jacqueline Adams

#### For Decision

Motions: (all motions put by GM, Jacqueline Adams) Individual board members to declare a COI and not vote in the motion regarding them. If accepting the extension of office, board members confirm that they will be available during working week-day hours to attend any board meetings that are called.

"To support the work of the board, that the term of office for Micah Geiringer be extended to 13 December 2024."

"To support the work of the board, that the term of office for Chiavanni Le'Mon be extended to 13 December 2024."

"To support the work of the board, that the term of office for Shayne Sullivan be extended to 13 December 2024."

"To support the work of the board, that the term of office for Anushika Prasad be extended to 13 December 2024."

"To support the work of the board, that the term of office for Caroline Ryan be extended to 13 December 2024."

### 2.3 Confirmation of the Affiliation to Te Tira Ahu Pae MUA Robotics Club

Jacqueline Adams

#### For Decision

Motion: That the Te Tira Ahu Pae board confirm the affiliation to Te Tira Ahu Pae of MUA Robotics Club. Affiliation is to be ongoing provided a compliant affiliation application is provided to Te Tira Ahu Pae by the renewal date of 30 April each year, and providing no recommendation has been received that they be disaffiliated.

### 2.4 Disaffiliated Club Balances

Jacqueline Adams

#### For Decision

Disaffiliated Club Balances

Motion: As per section 12 of the Model Club Constitution, that the Te Tira Ahu Pae Board approve

the transfer of closing balances of the below listed clubs to the Disaffiliated Clubs' account which is used for the betterment of future club activity"

Club Name	Balance
MUA Ecology Club	\$422.40
MUA Food Technology Society	\$970.82
MUA Movie Club	\$100.00
MUSE - MU Student Enterprise	\$4,229.78
MUA Programming Society	\$100.00
MUA Snow Sports Club	\$2,198.36
MUA Student Life Club	\$1,967.47
Total:	\$9,988.83

## 2.5 SJS AGM Update

Hennessey Wilson, Jacqueline Adams

### For Information

Te Tira Ahu Pae are an A member of SJS and hold 4 votes.

Supporting Documents:

2.5.a	2024 SJS AGM Proxy Form .docx	13
2.5.b	SJS Annual General Meeting 2024 - 8 Nov 2024.pdf	15

## 2.6 Complaints Update

Jacqueline Adams

### For Noting

## 2.7 MOU / SLA Update

Hennessey Wilson

### For Noting

## 2.8 Restructure and Review Committee

Micah Geiringer

### For Decision

That the Board approve of the restructure and review committee and its terms of reference outlined in the provided documents.

The Board request nominations for representatives to sit on the committee from cohorts by 4pm 14 November.

Supporting Documents:

2.8.a	TOR RR Committee.pdf	81
2.8.b	Committee Proposal.pdf	85

### 3. Other Business

### 4. Closing the Meeting

#### 4.1 Close the meeting

**Next meeting:** November Board Meeting Part II - 7 Nov 2024, 1:30 pm

“That attendees who are not members of the board be now excluded from the meeting so that for the under-noted reasons, the following matters may be discussed without public disclosure; the Board being satisfied, where appropriate, that there are considerations which outweigh the public interest of disclosure.”

#### Matters for Part2

- Staffing updates – protection of natural persons
- 2025 Budget – commercially sensitive until approved by board
- Properties Maintenance - contains commercially sensitive information

# MINUTES (in Review)

## OCTOBER BOARD MEETING PART I



**TE TIRA AHU PAE**  
HEI HĀPAI WHAKAMANA  
Massey Students' Association

<b>Name:</b>	Te Tira Ahu Pae
<b>Date:</b>	Thursday, 3 October 2024
<b>Time:</b>	12:30 pm to 1:30 pm (NZDT)
<b>Location:</b>	Online, via Microsoft Teams
<b>Board Members:</b>	Hennessey Wilson (Chair), Anushika Prasad, Caroline Ryan, Chiavanni Le'Mon, Flynn O'Hallahan, Micah Geiringer, Ruby Vidgen
<b>Attendees:</b>	Jacqueline Adams
<b>Apologies:</b>	Shayne Sullivan

### 1. Karakia & Welcome

#### 1.1 Confirm Minutes

**September Board Meeting Part I 5 Sept 2024**, the minutes were confirmed as presented.

#### 1.2 Interests Register

### 2. For Discussion and Decision

#### 2.1 Annual Reports

J: Just a formality, we signed these last time.



#### Annual Reports

For decision

**Motion:** That the 2023 MUSA Annual Financial Report and the 2023 Te Tira Ahu Pae Annual Financial Report be accepted and uploaded to the Charities Register

**Note:** These will still need to be approved at the 2025 AGM by the membership

**5 Supported:** Anushika Prasad , Caroline Ryan , Flynn O'Hallahan , Hennessey Wilson , Micah Geiringer

**0 Opposed:**

**3 Abstained:** Chiavanni Le'Mon , Ruby Vidgen , Shayne Sullivan

**Decision Date:** 3 Oct 2024

**Outcome:** Approved

## 2.2 Period Poverty Funding

C: Noor looks after this project, has requested I bring this up as I have the wellbeing portfolio. Proposing for \$10-\$12k to be considered within the budget for next year for period products to continue to be supplied over the various campuses.

J: The money was originally put aside from ASA, not last year the year before at \$14k. We spent \$8k last year getting stock up and running. We still have \$6800 left in that account, although we aren't using it as we attended to. We were meant to focus on sustainable reusable product while Massey did single use. There is some money still there and it does come up in budgeting later, but that's just where we're at.

H: I'm really supportive of this, Aniva was working on this for ages. Been involved in a lot of back and forth meetings with Massey to assist with funding. We can't dictate what they do, we just have to do the best we can do. They are really popular, period poverty is a big issue for uni students. They are really appreciative of the fact we provide this for them.

In terms of actual allocation this will be a discussion for the finance subcommittee. We want Massey to supply this for all students and staff, we aren't there yet with their funding but we do our part and can be proud of that so far.

## 2.3 2025 Student Representation Update

H + J: We'll move this to Part II

## 2.4 Additions to Charities Register



### Additions to Charities Register

For decision

**Context:** Banks now require those who have control of financial activity on bank accounts be listed on the Charities Register. For Association stability, the following staff members are to be added to the Charities Register.

**Motion:** That Katrina Webb and Cindy Chanci be added as Officers for Te Tira Ahu Pae and for MUSA on the Charities Register.

**7 Supported:** Anushika Prasad , Caroline Ryan , Chiavanni Le'Mon , Flynn O'Hallahan , Hennessey Wilson , Micah Geiringer , Ruby Vidgen

**0 Opposed:**

**1 Abstained:** Shayne Sullivan

**Decision Date:** 3 Oct 2024

**Outcome:** Approved

## 2.5 Additions to Bank Authority



### Additions to Bank Authority

For decision

**Context:** As Above

**Motion:** That the follow statements be passed.



"That Katrina Webb be added as a signatory and account operator/administrator for Te Tira Ahu Pae Kiwibank accounts."

"That Katrina Webb be added as a signatory and account operator/administrator for MUSA Kiwibank accounts."

"That Katrina Webb be added as a signatory and account operator/administrator MUSA Westpac accounts."

"That Cindy Chanci's authority be updated to signatory and account operator/administrator for Te Tira Ahu Pae Kiwibank accounts."

"That Cindy Chanci's authority be updated to signatory and account operator/administrator for MUSA Kiwibank accounts."

**6 Supported:** Anushika Prasad , Caroline Ryan , Chiavanni Le'Mon , Flynn O'Hallahan , Hennessey Wilson , Micah Geiringer

**0 Opposed:**

**2 Abstained:** Ruby Vidgen , Shayne Sullivan

**Decision Date:** 3 Oct 2024

**Outcome:** Approved

## 2.6 Financial Position v Budget

J: Budget is doing well, we're down staff which means we're saving on staff salaries. No red flags to tell anyone there.

H: This is different to how we were at the beginning - it looked like we were going to be spending 200-400k out of reserves. However we are in a good financial position now. Nothing has changed with MUSA, MUSA business units are very healthy. Not a lot has changed. Nothing outstanding from this months finance subcommittee meeting.

## 2.7 Variation to Employment Contracts

J: ASA staff came across with extra holidays. It's in all university contracts. Each year we have to bring a motion to the board to ask if we can grant staff additional leaves. This motion seeks to tidy everything up so staff have the same benefits, we'd just amend employment agreements.

H: Doesn't change a whole lot, just brings everyone in line to the same page.

J: It's a parity thing.



### Variation to Employment Contracts

For decision

**Context:** When the 10 student associations amalgamated, some staff came across to Te Tira Ahu Pae with 5 days of paid additional holiday, to be taken on: the Tuesday after Easter Monday, the last working day before Christmas day, the 3 days between Christmas and New Year. For the past 2 years the board has passed a motion to extend this to all staff who would be employed over these periods. Current vacancies are being advertised with this provision. University staff have this provision in their contracts and the University is closed on these dates.

**Motion:** That the General Manager issue variation of employment agreements to include the 5 additional days of paid annual leave to be taken on the Tuesday

after Easter Monday, the last working day before Christmas day, and the 3 days between Christmas and New Year to provide parity amongst permanent staff who would be employed over these periods.

**6 Supported:** Anushika Prasad , Caroline Ryan , Chiavanni Le'Mon , Flynn O'Hallahan , Hennessey Wilson , Micah Geiringer

**0 Opposed:**

**2 Abstained:** Ruby Vidgen , Shayne Sullivan

**Decision Date:** 3 Oct 2024

**Outcome:** Approved

### 3. Other Business

### 4. Closing the Meeting

#### 4.1 Moving into Part Two

#### 4.2 Close the meeting

**Next meeting:** October Board Meeting Part II - 3 Oct 2024, 1:30 pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Ruby Kihapane Vidgen

22/10/2024

Te Tira Ahu Pae  
Kōkiri Ngātahi  
Wellington, 6021

Tēnā koutou e te whānau o Te Tira Ahu Pae,

It is with a deep sense of gratitude and respect that I submit my resignation from Te Tira Ahu Pae, effective Friday 25th of October.

Throughout my time with this association, I have been privileged to witness and participate in community building and the unique politics of student representation. I have learned so much about the importance of collective action and advocacy within our student body, and I will carry these lessons with me into the future.

I would like to extend my heartfelt thanks to the team for their dedication and efforts. Your hard work has made a tangible difference in the lives of many students, and it has been an honor to work alongside you all. I wish you nothing but the best as you continue to shape and strengthen this association for the benefit of students to come.

As I take this next step in my journey, I remain hopeful for the future of Te Tira Ahu Pae. Cultural representation in tertiary education is not just important—it is essential. Our diverse backgrounds, histories, and perspectives must be present and recognised within our institutions to ensure that all students feel valued and empowered. In this light, I believe Te Tira Ahu Pae will continue to be a beacon of progress, ensuring that these voices are heard, and that the spaces we occupy are inclusive and reflective of who we are.

Ngā mihi maioha ki a koutou katoa,  
Ruby Kihapane Vidgen

# Interests Register

## Te Tira Ahu Pae

As of: 7 Nov 2024



Person	Organisation	Active Interests	Notice Date
Hennessey Wilson	Te Tira Ahu Pae	Brother, Tim Wilson, is a student rep (Wellington VP).	26 Jan 2024

Person	Organisation	Recently Closed Interests	Closing Date
Arapera Taiapa-Johnson	Te Tira Ahu Pae	Partner, Ramairoa Tawera, is a staff member (Manapou Tiriti, Representation Manager).	27 Sept 2024

## 2024 ANNUAL GENERAL MEETING

**APPOINTMENT OF PROXY FOR 2024 ANNUAL GENERAL MEETING**

If your organisation cannot attend the AGM, you may choose to appoint another Member organisation to exercise your vote by proxy.

If you wish to appoint a proxy, you may do so up to 90 minutes before the start of the AGM (that is, by 11.30am on Friday, 8 November 2024) by returning this form to Student Job Search at **operations@sjs.co.nz**.

<b>Student Organisation</b>	
<b>Student Organisation appointed as Proxy</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

If you wish to instruct your proxy on how your organisation wishes to vote, please tick FOR or AGAINST for each motion in the table below. If you do not complete the table, your proxy will vote as they see fit.

Item	Motion	Vote
2.1	<ul style="list-style-type: none"> <li>That the Membership approve the minutes of the 2024 Special General Meeting 2024.</li> </ul>	FOR
		AGAINST
3.1	<ul style="list-style-type: none"> <li>That the Membership adopts the audited Annual Accounts of the society for 2023/2024 in accordance with the required business of the Annual General Meeting (Section 14.2.2 SJS Constitution); and</li> </ul>	FOR
		AGAINST
	<ul style="list-style-type: none"> <li>That the Membership moves to approve the Annual Report of the SJS Board for 2023/2024 in accordance with the required business of the Annual General Meeting (Section 14.2.3 SJS Constitution).</li> </ul>	FOR
		AGAINST
3.2	<ul style="list-style-type: none"> <li>That the Membership moves to appoint Moore Markhams as the Auditor for Student Job Search (SJS) for 2024/2025 financial year, in accordance with the required business of the Annual General Meeting (Section 14.2.4 SJS Constitution).</li> </ul>	FOR
		AGAINST

3.3.	<ul style="list-style-type: none"> <li>That the Membership moves to endorse six Board Members as presented, in accordance with the required business of the Annual General Meeting (Section 14.2.8 SJS Constitution).</li> </ul>	FOR
		AGAINST
3.4	<ul style="list-style-type: none"> <li>That the Membership moves to endorse the Student Advisory Committee Terms of Reference in accordance with the required business of the Annual General Meeting (Section 14.2.8 SJS Constitution).</li> </ul>	FOR
		AGAINST
3.5	<ul style="list-style-type: none"> <li>That the Membership moves to confirm the 'A' Membership Criteria in accordance with the required business of the Annual General Meeting (Section 14.2.8 SJS Constitution); and</li> </ul>	FOR
		AGAINST
	<ul style="list-style-type: none"> <li>That the Membership notes and agrees to the list of 'A' Members presented for 2025 who have met the criteria.</li> </ul>	FOR
		AGAINST
3.6	<ul style="list-style-type: none"> <li>Endorse initiating the process for re-registration as an incorporated society under the new Incorporated Societies Act 2022.</li> </ul>	FOR
		AGAINST
	<ul style="list-style-type: none"> <li>To approve the establishment of a working committee comprising at least three representatives from the Student Associations, to collaboratively develop and present with SJS updated society rules in accordance with the new Act.</li> </ul>	FOR
		AGAINST
3.7	<ul style="list-style-type: none"> <li>That the Membership moves to approve the proposed 2025 Annual Subscription for 'A' members pursuant to; the required business of the Annual General Meeting (AGM) (Section 14.2.7 of the Constitution).</li> </ul>	FOR
		AGAINST



# Student Job Search Aotearoa

## BOARD PACK

for

Annual General Meeting 24/25

Friday, 8 November 2024

1:00 pm (NZDT)

Held at:

Virtual Meeting

Microsoft Teams

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# AGENDA

## ANNUAL GENERAL MEETING 24/25



<b>Name:</b>	Student Job Search Aotearoa
<b>Date:</b>	Friday, 8 November 2024
<b>Time:</b>	1:00 pm to 3:00 pm (NZDT)
<b>Location:</b>	Virtual Meeting, Microsoft Teams
<b>Board Members:</b>	Lucy Hickman (Chair), Craig Mildenhall, Danyon Thomas, Ian Simpson, James Grafas, Liam McLeavey, Pare Graham

### 1. Welcome

#### 1.1 Welcome, Karakia, Introductions and Apologies

**Open the meeting with karakia, followed by introductions and note any apologies and proxy votes.**

Te Ringa awhi

Ringa Mahi

Ringa Raupā

Ringa Tuku

Tuku atu

Tuku mai

Tāne te mahi

Tāne te kai

Tēnā tau mai

Tihei Mauri Ora

### 2. Confirm Minutes

#### 2.1 Confirm SGM Minutes

**Confirmation of the 2022 Annual General Meeting Minutes**

**Recommendation:** That the membership confirm the Minutes of the 2022 Annual General Meeting as a true and accurate record.

Supporting Documents:

2.1.a	Minutes : Special General Meeting   Student Advisory Committee Voting - 22 Apr 2024	7
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### 3. Substantive Items

#### 3.1 Audited Accounts of the Society and Annual Report 2023/2024

##### Recommendation

- That the Membership adopts the Audited Financial statements and the Annual Report for the Year Ended 30 June 2024.

Supporting Documents:

3.1.a	Annual Accounts and Annual Report 23-24 Cover Note.pdf	9
3.1.b	Annual Report 2024.pdf	10

#### 3.2 Appointment of Auditors

##### Recommendation

- The Board, on 7 October 2024, resolved to recommend that Moore Markhams be appointed as the auditor for Student Job Search (SJS) for the 2024/2025 financial year.

Supporting Documents:

3.2.a	Appointment of Auditors.pdf	51
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#### 3.3 Endorsement of the Board Members

##### Recommendation

- That the membership endorses the Student Job Search (SJS) Board Members.

Supporting Documents:

3.3.a	Endorsement of Board Members.pdf	52
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#### 3.4 Endorsement of Student Advisory Committee Terms of Reference

##### Recommendation

- That the Membership endorses the Student Advisory Committee Terms of Reference.

Supporting Documents:

3.4.a	Endorsement of Student Advisory Committee Terms of Reference (1).pdf	54
3.4.b	ToR Student Advisory Committee 24.pdf	55

#### 3.5 Confirmation of 'A' Members

##### Recommendation

- That the Membership notes that no new applications for 'A' Membership were received by the Board during 2023/2024, and that the Membership confirms the criteria for 'A' Membership.

Supporting Documents:

3.5.a	Confirmation of 'A' Members.pdf	58
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#### 3.6 Reviewing our Legal Structure

##### Recommendation

That the Membership:

- Endorse initiating the process for re-registration as an incorporated society under the new Incorporated Societies Act 2022.
- Approve the establishment of a working committee, including at least three Student Association representatives, to work on behalf of the membership and present updated society rules.

Supporting Documents:

3.6.a	Reviewing our Legal Structure.pdf	60
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### **3.7 Annual Subscription for 'A' Members 2025**

#### **Recommendation**

That the membership approve:

- The 'A' Members Annual Subscription fee for 2025.
- The Annual Subscription model is reinstated as a required payment for all members.

Supporting Documents:

3.7.a	Annual Subscription for 'A' Members 2025.pdf	65
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## **4. SJS Update**

### **4.1 SJS Update**

An update from SJS.

## **5. General Business**

### **5.1 General Business**

## **6. Close AGM**

### **6.1 Thank you and karakia**

The meeting will close with a karakia.

**If you are unable to attend the meeting please appoint a proxy and return your proxy voting form by 9:30am on Friday 8 November.**

Te Ringa awhi

Ringa Mahi

Ringa Raupā

Ringa Tuku

Tuku atu

Tuku mai

Tāne te mahi

Tāne te kai

Tēnā tau mai

Tihei Mauri Ora

### **6.2 Meeting Close**

**Next meeting:** No date for the next meeting has been set.

# MINUTES (in Review)

## SPECIAL GENERAL MEETING | STUDENT ADVISORY COMMITTEE VOTING

**Student  
Job Search**  
Tauria Rapu Mahi  
**Where  
Talent Meets  
Opportunity**

<b>Name:</b>	Student Job Search Aotearoa
<b>Date:</b>	Monday, 22 April 2024
<b>Time:</b>	5:00 pm to 5:36 pm (NZST)
<b>Location:</b>	Virtual Meeting, Microsoft Teams
<b>Board Members:</b>	Lucy Hickman (Chair), Craig Mildenhall, Ian Simpson, James Grafas, Liam McLeavey, Pare Graham
<b>Attendees:</b>	Amy Edwards, Louise Saviker
<b>Apologies:</b>	Danyon Thomas
<b>Guests/Notes:</b>	Nominees: Bronwen Ata Tuai, Patrick O'Connor, Rohan Patel. Student Associations: Matt Tucker (VUWSA), Sarah McArthur (OPSA), Sana Ahmad (WSU), Keegan Wells (OUSA), Alicia Lemmer (AUTSA), Jo-Hill Ismail (AUTSA), Sam Budd (LUSA) Demetrio Cooper (LUSA) & delegated proxy for (UCSA), Hennessey Wilson (TTAP), Sarah White (AUSA), George Liu (WSU) Other: Oliver Sully (Candidate Care, SJS), Josh Robinson (S.A.C. member)

## 1. Welcome

### 1.1 Welcome, Karakia, Introductions and Apologies

The meeting opened at 5.04 pm

The Chair opened with a karakia.

The Chair asked if the quorum had been met, and the Board Secretary confirmed more than 50% of the 'A' Membership were present through both digital and proxy, therefore the quorum is met.

The Chair welcomed and thanked everyone for their attendance this evening. Followed by housekeeping, confirmation of apologies, and proxies.

Two proxy forms from George Liu - Waikato Students Union, and Luc MacKay- University of Canterbury Students Association were received.

It was noted candidate Sophie Lei withdrew their application before the meeting.

Apologies from Hemaima Keane, and Nikita Van Dijk were received.

## 2. Confirm Minutes

### 2.1 Confirm 2023 AGM Minutes

**Annual General Meeting 16 Nov 2023**, the minutes were confirmed as presented.

The Membership approved the minutes of the 2023 AGM as a true and accurate record of the meeting held.

### 3. Substantive Items

#### 3.1 Student Advisory Committee Election

The Chair introduced the Student Advisory Committee (S.A.C.). Highlighting the purpose and scope behind the establishment of this committee.

The Chair discussed the Board's intention to start with a membership of 6 to ensure we planned for continuity in out-years. Therefore, a committee of 6 will be elected. 2 members were elected at the AGM last November, so 4 members would be elected tonight.

The Chair invited current S.A.C. member Josh Robinson to introduce himself. Josh Robinson briefly introduced himself.

This was followed by a 2-minute introduction and presentation from the nominees Bronwen Ata-Tauai, Patrick O'Connor, and Rohan Patel. The members were invited to ask questions following the candidate introductions.

The Membership had no questions for the candidates.

#### 3.2 Proxy Votes

The Chair introduced Liam McLeavey as SJS's Deputy Board Chair and S.A.C. Chair to explain the voting process.

The S.A.C. Chair thanked everyone for their attendance, stating his excitement in establishing the committee.

The link and QR code were provided through email, the PowerPoint slide, and chat.

### 4. Close AGM

#### 4.1 Thank you, farewell and karakia

The Chair thanked everyone for their attendance and closed the meeting with a karakia.

#### 4.2 Meeting Close

**Next meeting:** SJS Aotearoa Board Meeting #197 - 3 May 2024, 9:00 am

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>To:</b>	Student Job Search Membership
<b>From:</b>	Student Job Search Board
<b>Date:</b>	8 November 2024
<b>Subject:</b>	<b>Audited Annual Accounts of the Society and Annual Report for 2023/2024</b>



### **Recommendation**

That the membership adopts the Audited Financials and Annual Report for Year Ended 30 June 2024.

### **Purpose**

The Board is pleased to present the Annual Report and Audited Financial Statements for 30 June 2024 Year End for adoption by the membership.

### **Audited Annual Accounts of the Society– Note on Capital Investment**

In the 2023/24 financial year, SJS made a significant investment of over \$1 million in the replacement of our website platform. While we achieved an operating surplus, our reserves balance decreased due to this capital expenditure. Looking ahead, SJS will continue to closely manage our working capital to mitigate financial risks, especially in the challenging economic environment. Our target is to maintain a working capital balance sufficient to cover three months of operating expenses, in line with best practices recommended for non-profit organisations.

### **Motion**

1. That the Membership adopts the audited Annual Accounts of the society for 2023/2024 in accordance with the required business of the Annual General Meeting (Section 14.2.2 SJS Constitution); and
2. That the Membership moves to approve the Annual Report of the SJS Board for 2023/2024 in accordance with the required business of the Annual General Meeting (Section 14.2.3 SJS Constitution).



Student  
Job  
Search  
Tauira  
Rapu  
Mahi



Student Job Search  
Aotearoa Incorporated

# Annual Report 2023/24





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# 01 Introduction.





## Moemoeā | Vision

We ignite exciting futures.  
We lead the way, uniting students and  
employers in fulfilling relationships that  
grow Aotearoa.



## Mīhana | Mission

To be the champions of student  
employment in Aotearoa. Student Job  
Search is the unshakable bridge between  
the student and employer ecosystems  
fostering growth and success for both.

## Foreword from the Board Chair and Chief Executive

We are proud to present the Student Job Search (SJS) Annual Report for 2023/24, a year marked by profound environmental, fiscal, and employment market challenges. Despite significant obstacles, including rising unemployment and a decrease in job opportunities that disproportionately affected youth, SJS remained a crucial resource during this turbulent year. We successfully connected students with employment opportunities that supported their educational and career aspirations, ensuring they stayed on course toward their future goals.

Unfortunately, the fiscal environment has led us to the difficult decision to conclude our Permanent Placement Initiative (PPI). This will occur early in the new financial year. Over the past four years, the PPI successfully placed 2,833 students into full-time roles. Despite this change, SJS will continue to be New Zealand's leading student employment service, including still providing our full-service SJS Recruit product. Employers who partner with us for SJS Recruit will not only gain access to top student talent but also support our broader charitable mission, enabling us to provide crucial services to students across the country.

Despite the challenges, this year brought numerous highlights. We established the Student Advisory Committee and reconnected with Student Associations and Career Hubs nationwide, enhancing our understanding of student needs and setting the stage for us to adapt to their evolving requirements. In a challenging job market, we supported 248,789 active job seekers and worked with 11,728 employers. We also achieved better results for traditionally underrepresented students, with success rates above the overall average for Māori students and students with disabilities.

Internally, our team focussed on the development of a new recruitment platform and web interface, set to launch in September 2024. This project represented a monumental effort, with our team dedicating most of the year to its creation and build. This transformative technology aims to revolutionise the user experience, and as we approach the launch, we are excited about the positive impact this new platform will have on matching students and employers.

In 2023/24, we reported an operating surplus. However, we also invested over \$1 million in the development of our new website platform, resulting in a reduction of our working capital balance.

Moving forward, we will need to carefully manage our finances to maintain a healthy level of liquidity to support ongoing operations.

We extend our deepest gratitude to the Ministry of Social Development, our principal funder, whose support has been instrumental in sustaining our operations and advancing our mission to prevent student poverty and champion employment for our rangatahi. We also invite those who have benefited from our services, as well as our wider community, to support our mission through donations, partnerships, and sponsorships. Your contribution will help us continue to make a meaningful impact on the lives of students across Aotearoa.

SJS is dedicated to partnering with the government to achieve ambitious youth employment goals. As a key player in the youth employment landscape, SJS empowers young people with the tools and opportunities they need to succeed, contributing to a brighter future for individuals, stronger communities, and a better Aotearoa. By supporting students as they navigate their education and transition to employment, SJS helps them build a solid foundation for their careers and communities. Together, we will continue to enhance productivity, support student success, and strengthen communities across New Zealand.



A stylized black ink signature of Lucy Hickman.

**Lucy Hickman**  
Chair, Student Job  
Search Board of Trustees



A stylized black ink signature of Louise Saviker.

**Louise Saviker**  
Chief Executive





## Mō mātou | About us

Since 1982, Student Job Search has been a leader in student employment in New Zealand. As the largest student employment service in the country, we connect employers with skilled, readily available students, facilitating quick recruitment and meaningful job opportunities. Our mission is clear: to champion student employment in Aotearoa, bridging the gap between students and employers to foster growth and success.

As a charitable organisation, we are a vital part of the student employment ecosystem, advancing youth aspirations. We focus on what matters most, alleviating student poverty and equipping students with lifelong employment skills. Our deep relationships with students, our Member Associations and employers, are the cornerstone of our success, ensuring that our services provide mutual benefits for students, employers, and funders alike.

## Our people

Our team members are the backbone of our organisation, driving our mission forward with dedication and passion. We are committed to developing our people, focusing on leadership and management, cultural competency, planning together, wellbeing, health, and safety.

## Our people

*"I'm honoured to be part of a mission driven organisation dedicated to Aotearoa's future. Helping students secure employment to fund their studies and develop vital employment skills not only supports their personal growth but also contributes significantly to the nation's productivity. It's truly rewarding and fulfilling." - Eva Thompson-Smith, Partnerships Manager*



# Our Board

The Student Job Search Board plays a pivotal role in shaping the strategic direction of SJS, guiding us with a shared vision and a deep commitment to our mission. Our Board is composed of individuals who bring a wealth of diverse skills and experience, ensuring that we not only navigate the challenges of today but also seize the opportunities of tomorrow.

With a focus on robust governance, the Board is dedicated to driving excellence in all parts of our operations. They approve our budget, monitor organisational performance, and ensure that our strategic goals are met. The day-to-day management of SJS is entrusted to our Chief Executive.

The Board's commitment to excellence is reflected in their governance practices. They uphold the highest standards of corporate governance, ensuring that all reporting processes are conducted with transparency and rigour. To foster continuous improvement, the Board conducts an annual self-review, assessing their performance and identifying opportunities for growth.

This year saw the introduction of our new Student Advisory Committee (SAC), led by our Deputy Chair, Liam McLeavey. A platform for the student voice, the SAC embodies the Board's commitment to more meaningful collaboration between SJS, students and graduates.

Our Board Members are united by a shared dedication to the long-term success of SJS. Their leadership ensures that we continue to be a trusted and impactful organisation, making a meaningful contribution to New Zealand's productivity by forging strong connections between students and employers.

As part of its health and safety due diligence, the Board undertakes regular health and safety observations and reviews. The Board is committed to the highest standard of corporate governance, overseeing reporting, and meeting best practice standards.

## The Board

“Students are our future, and as members of their communities, it is our collective responsibility to guide them towards success.”



Chair  
Lucy Hickman



Deputy Chair  
Liam McLeavey



Pare Graham



James Grafas



Ian Simpson



Danyon Thomas



Craig Mildenhall



# 02 Our Mahi



“Young people accounted for almost half the increase in unemployment and underutilisation between the June 2023 and 2024 quarters.”  
-Education Counts

## Our contribution to Aotearoa

The work we do is just as vital today as it was when we were founded. Through all the highs and lows SJS plays a key role in the economic ecosystem in Aotearoa. This year alone, we connected 11,728 employers with capable student workers just when they needed them most.

“With the Support Engineer Level 1 role being entry level, we can sometimes struggle to find that fresh talent on other platforms.”  
-Ashley Addy, New Era Technology

We placed over 25,000 students into jobs helping to minimise financial pressure and student debt. Supporting them on their journey to gain financial freedom.

“As this is my last trimester of study, I needed to ensure I had a job that could pay me a fair and liveable wage right out the gate. I now don't have to worry about my finances for the rest of the year, and may have the option to keep this job when I return for my Master's since my employer is very flexible.” -Madison

Our employer community were once in the shoes of our rangatahi and they now have the opportunity to support this next generation into paid work. With over four decades of expertise in supporting tertiary students in their transition to the workforce and contributing to New Zealand's economic well-being, it's a rewarding connection that SJS fosters.

## Key highlights

178 million in student earnings  
25,808 student employment placements

\*\*\*\*\*

Total student applications surged by **28.6% to 322,651** from **FY2022/23's 250,928**, demonstrating high student engagement amidst a tighter job market.

Total student registrations increased by **17.3% to 48,138** from last year's **41,046**, indicating **growing reliance on SJS for job search support**. Conversely, employer registrations dropped by **31.4% to 6,370** from **9,292**, reflecting **fewer job opportunities from employers**.

The overall student application **success rate was 8%**, indicating that one in twelve applications resulted in a placement.

\*\*\*\*\*

“For part-time students, higher work intensity was generally associated with higher course completion rates” -Education Counts



# Our Impact

Jobs filled each working day

103

Unique active job seekers

90,000

Active job seekers

248,789

Graduates seeking work

28,000

Total vacancies

74,368

Permanent full-time vacancies

6,921

Total applications

322,651

Total registrations

48,138

Total unique business employers listing roles

6,680

Total unique householders listing roles

5,048

## Ngā Pou e Whā | Four Strategic Pou

### Early Career Partner

Our first pou as an early career partner is built on a deep understanding of rangatahi, enabling us to provide tailored support that meets their unique needs. We focus on hyper-personalised opportunity matching, ensuring that each young person is connected with meaningful employment opportunities that align with their skills and aspirations. By offering comprehensive wraparound services, we promote equitable access to the job market, breaking down barriers and empowering rangatahi to thrive. Our goal is to be the go-to partner for early career support, helping young people successfully navigate the transition from education to employment and contribute positively to the workforce.

### Trusted Connector

The strategic pou of a Trusted Connector is built upon extensive relationships with employers, fostering strong, collaborative connections that enable deep understanding of their needs. By focusing on a clear target market and forming strategic partnerships, the Trusted Connector can effectively align services with the specific requirements of both employers and job seekers. Offering insight-rich advice and skills brokerage, they provide tailored guidance that enhances the match between talent and opportunity. Furthermore, through value-add services that support successful hiring and retention, the Trusted Connector ensures long-term satisfaction and growth for all parties involved, solidifying their role as a vital link in the employment ecosystem.

### Equitable Outcomes

The strategic pou of Equitable Outcomes is centered on empowering diverse groups of young people and employers, ensuring that opportunities are accessible and inclusive. By providing services that actively remove barriers to accessing work and skills, the focus is on creating a level playing field where all individuals, regardless of their background, can achieve their full potential. This approach not only supports the growth and development of underrepresented groups but also helps employers build a more diverse and resilient workforce, driving positive social and economic change.

### Seamless Experiences

The strategic pou of a Seamless Experience is anchored in delivering high-volume connections with minimal manual intervention, ensuring efficiency and ease for all users. By providing an intuitive, personalised user experience, the platform becomes not just a tool but a tailored service that adapts to individual needs. Enabled by advanced technology and data, the platform optimises interactions while maintaining a focus on human connection. This balance ensures that while the process is streamlined and automated, the experience remains personal and centered around the unique needs of each user.

“

*"We don't need to use any other agencies to attract suitable young people... SJS is an efficient, well-managed, and economical way of finding quality young people" - Auckland Cricket*

## Early Career Partner

“

*"I was able to knock off some of my student debt by \$5k which I'm super proud of. It also made me gain experience within a workplace and now I can use that to find an even better job after studying. Employment made my goals clearer."*  
-Vanessa

There's no doubt this has been a challenging financial year for everyone, but at SJS we remained steadfast in our commitment. We knew we just had to work that much harder for our graduates. Challenge accepted.

Despite a 33.7% decline in total permanent full-time placements at year-end, dropping to 621 from 937 in the 2022/23 financial year, permanent full-time earnings impressively reached \$33,019,000, exceeding our target by 10.1%.

This year saw a 58% reduction in permanent vacancies and a 50% decrease in advertised job vacancies, so our unique wraparound offering of a hyper-personalised service combined with our deep understanding of rangatahi needs, ensured we got great outcomes for graduates in such a difficult market.



## Thank You!

Our heartfelt thanks go to the numerous New Zealand businesses that have embraced partnerships with us, allowing for diverse industry placements that offer a wide range of career paths and opportunities. By understanding each employer's specific needs, we've consistently delivered quality candidates who are well-prepared to make an immediate impact. We remain immensely proud of our students' dedication and resilience in navigating these challenges.



*“Not only does it help with extra money, but it also connects you to roles outside of the typical retail or hospitality roles. The sales support role was a first step in learning for the sales career I have now.” -Ciara*



## SJS Recruit

SJS Recruit is our commitment to connecting tauira with employers who share our belief in the potential of Aotearoa's young people. We provide graduates with guidance and support throughout their employment journey, from their application right through to the job offer and beyond. As a trusted connector, we build strong relationships with employers, enabling them to nurture the success of graduates. Between SJS, our tauira and our employers, we help build thriving communities and contribute to a prosperous Aotearoa.

We are the champions of student employment and bring a wealth of knowledge and expertise. Let's connect and give the next generation of leaders their first opportunity.

*“The process took less than 1 week from application to starting my new job and it was a lot easier than using other sites, sometimes waiting weeks to hear back (if at all).” -Madison*

*“We recently had a vacancy ideal for a graduate here at SJS. As the new Chief Executive, I knew our SJS Recruit Service was the perfect solution, and I was excited I would get to experience it first-hand. Cameron, one of our Account Managers, expertly managed the process, ensuring a smooth and efficient experience from start to finish.” -Louise*

### Amy's experience



*“The transition from being a student to starting your career can be overwhelming, with uncertainty and change often making the job search daunting. Thanks to SJS Recruit my experience was made seamless and stress-free.” -Amy*

“There were no jobs catered to students on other platforms. A lot of jobs require a lot of experience and that was a challenge. Through SJS I got jobs like all-rounder, team member, and stocktaker. These jobs were useful because it allowed me to earn extra money at university. -Regina

## Trusted Connector

Relationships really matter to us at SJS. The strength of the relationships we build with employers, really understanding their business needs, means we can place the right students into the required roles, meeting current and future needs.

We take this Trusted Connector role seriously, effectively aligning our services with the specific needs of both employers and job seekers, ensuring the best match.

A heartfelt thank you to all our employers!

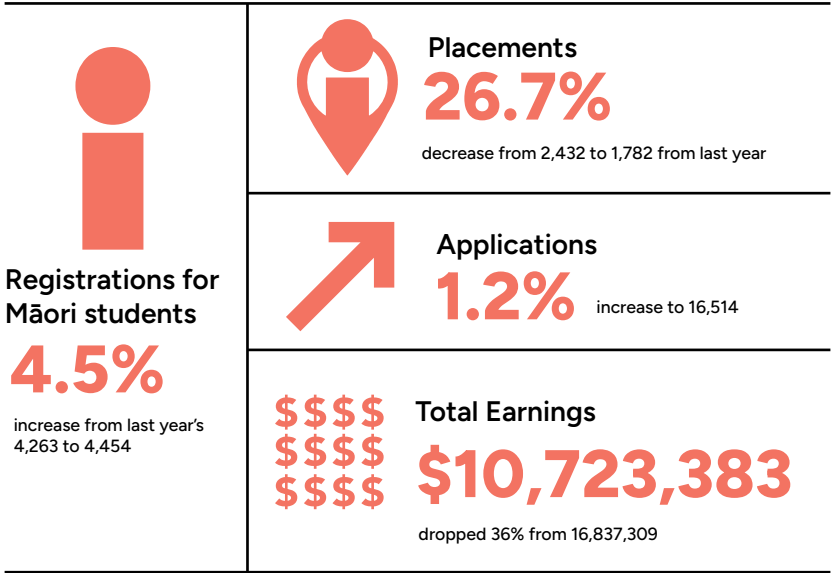


## Equitable Outcomes

Helping diverse groups of young people to find the best employment opportunities is big for us at SJS. We are uniquely placed to empower under represented groups to find meaningful work so they can complete their studies, while supporting employers to create diverse and resilient workforces.

“As a young person and student, it’s difficult to find part-time or casual work without a personal connection. When moving locations for university, this is a challenge. SJS gives you an opportunity to connect to jobs without having initial connections” -Ciara

### Māori students



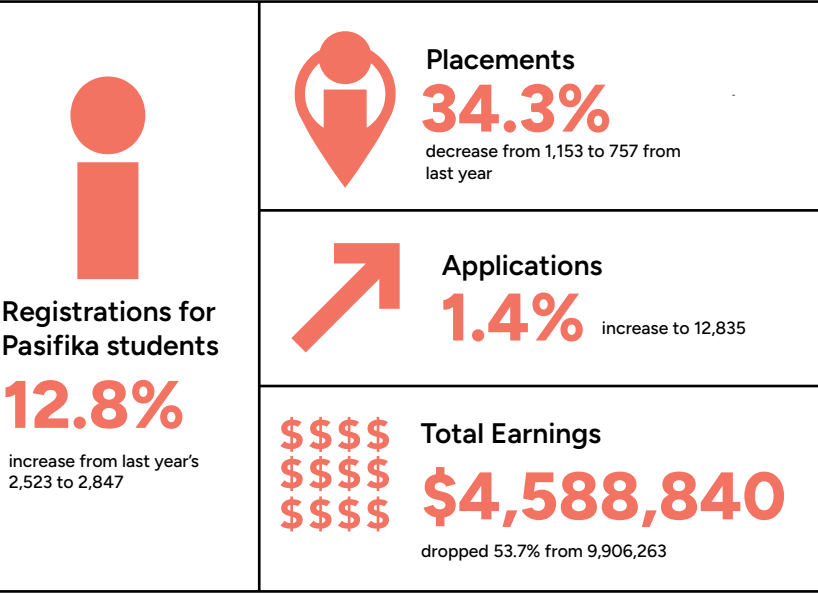
Our initiatives are actively removing barriers and creating a level playing field for Māori students.

# Equitable Outcomes

We’ve made better opportunities more accessible for Pasifika students. They know when they come to SJS, our people will take the time to understand their needs, and we will work with them to overcome barriers to employment.

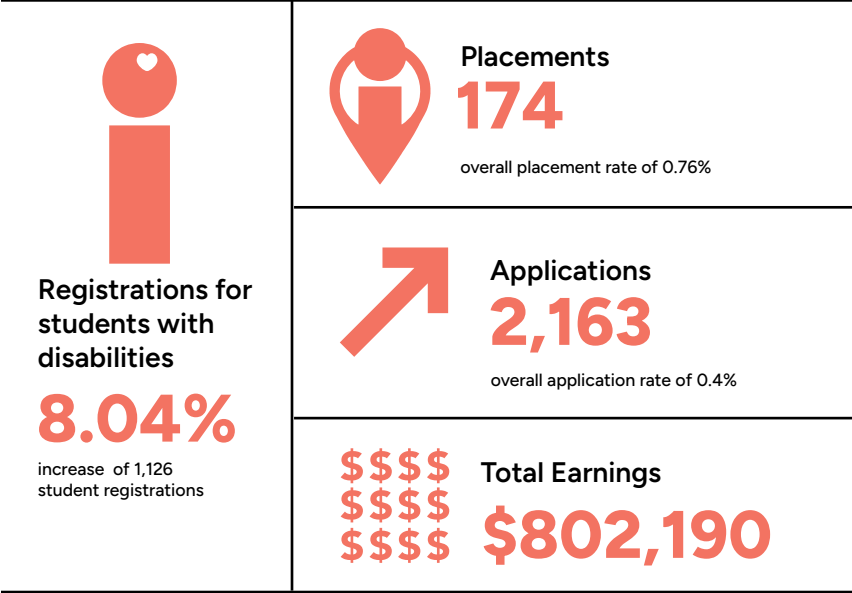
“Before I started using SJS I was literally living off Studylink! With SJS I got recurring part-time and/or Summer jobs which was awesome! Fielddays in Waikato is something that is guaranteed! From there more and more opportunities came with those I was fortunate to be able to work with.” -Leilani

## Pasifika students



SJS registered 1,126 students with disabilities since September 2023, achieving a success rate of 8.04%, which is also above the overall average. Through tailored support and inclusive services, earnings for this group totalled \$802,190.

## Students with disabilities



Disclaimer for disability: Please note that data on disability was only collected starting from the 27th of September 2023. As a result, it is not possible to make any comparisons with data from previous years.



“The application process was just so easy and straightforward. The filtering system is also very good and I like that you can save searches.” -Jennifer



## Seamless Experiences

Our "Seamless Experiences" strategic pou is all about creating high volume connections, offering an intuitive, personalised user experience powered by a technology and data enabled platform, all while keeping human connection at the core of what we do here at SJS.

Over the last financial year, we embarked on a significant journey to enhance the way we connect students and employers, making these interactions as seamless as possible. This effort culminated in a critical technology project that involved the entire organisation, reflecting our collective commitment to progress.

Ensuring that our platforms are efficient and user-friendly has been a top priority. Many of our team members have contributed to the development of our new website and recruitment platform, working tirelessly to balance the need for human connection with the advantages of sophisticated technology and data.

## Building for the Future

Recognising that our previous platform was no longer fit for purpose, we made substantial time and financial investments this year to build on what we offer to students and employers. This work is laying a solid foundation for SJS to expand our capabilities, ensuring that we are well-positioned to support our rangatahi into employment in the years to come.

As we look ahead to the next financial year, the strides we've made this year will be instrumental in driving our continued success. The new SJS website and recruitment platform is slated for launch in September 2024!



# 03 Supporters & Partners.







## Ministry of Social Development (Our principal funder)



*SJS opened a door that couldn't have happened any other way....Student Job Search gave me an opportunity and got me out of having to go on a sickness benefit. -Wendy Christie*

We extend our gratitude to our funders, Ministry of Social Development (MSD), who enable us to carry out the work we do each day. Countless students depend on our services to stay in study and gain qualifications, improving their lives and contributing to a thriving Aotearoa. The work we have done for decades would not have been possible without the support of MSD.

For 40 years, MSD has entrusted us to be the trusted connector between students and employers. They guide our mahi, as they see us as an early career partner where we can link students with meaningful employment. By funding us, we can break down barriers students face and provide equitable outcomes to our disabled, Māori and Pasifika taurua.

Each dollar MSD invests in SJS results in a fiftyfold impact through student earnings.

Thank you for your continued support.

## Positive impact

*"It was difficult to find a study-friendly job and it was also challenging to find a job-seeking platform designed for students."  
-Vanessa*



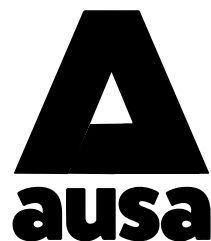
*"If young people were in limited employment at ages 20 to 24, there was a high chance they would be in limited employment in later years. Most people who were never in limited employment at ages 20 to 24 experienced little to no limited employment in later life" -Education Counts*

## SJS Memberships

We wish to thank our members for their unwavering support over the past year. Thanks to their contributions and our MSD funding, SJS has supported hundreds of thousands of students into employment over the past 40 years.

Our members share with us the challenges our taura face. Many struggle to make ends meet during their studies, putting them at risk of dropping out. Upon graduation, they encounter the difficulty of securing sustainable full-time employment. Through our partnerships, we provide invaluable services to keep students in study and strengthen their futures.

With thanks to:



# 04 Our Accountability.





# United Nations Sustainable Development Goals

Student Job Search Aotearoa is deeply committed to advancing the United Nations Sustainable Development Goals (SDGs), recognising that our work plays a crucial role in shaping a more sustainable and equitable future. Our efforts directly contribute to five key goals: No Poverty, Quality Education, Reduced Inequalities, Good Health and Wellbeing, Decent Work and Economic Growth. By connecting tertiary students with meaningful employment opportunities, we empower them to alleviate financial pressures, enabling them to focus on their studies and avoid the hardships of student poverty. This not only supports their immediate wellbeing but also lays the foundation for long-term success, stability, and independence.

The impact of our work extends far beyond individual students. By helping our rangatahi complete their tertiary education, we contribute to the broader prosperity and health of their families and communities. A tertiary qualification is a powerful tool for reducing inequalities and fostering economic growth, as it opens doors to better employment opportunities and higher earning potential. In turn, this creates a ripple effect, promoting wellbeing and resilience across Aotearoa. Through our commitment to these goals, we are proud to play a part in building a brighter, more sustainable future for all.



# Our Commitment to Papatūānuku

Student Job Search Aotearoa is committed to environmental responsibility, proactively addressing sustainability issues, and reducing our carbon footprint. This year, we established a team dedicated to educating, inspiring, and empowering our employees with best practices in sustainability.

- The key achievements this year include:**
- \* developing an organisational sustainability framework and key principles.
  - \* installing new composting and soft plastic recycling facilities to reduce landfill waste.
  - \* calculating our carbon footprint baseline to identify and implement future impactful emission reductions.
  - \* evaluating our supply chain to find more sustainable purchasing opportunities.



# Statement of Service Performance

In 1982 we began with a lofty mission: to alleviate student poverty, which we did by providing students with thousands of casual and one-off temporary job opportunities. Students found jobs through Student Job Search Aotearoa which provided them with the financial means to pursue their education.

Our commitment remains the same amidst these changing times and economic fluctuations. Regardless of the year or economic situation, Student Job Search Aotearoa continues to serve as a vital link between the aspirations of students and the needs of employers. Our resilience in the face of uncertainty underscores the timeless importance of our mission – to facilitate meaningful employment connections that drive student success and contribute to the growth of Aotearoa.

Student Earnings

Contracted target FY24 \$75m  
FY23 actual \$245m

\$178m

Total Placements

Contracted target FY24 27,000  
FY23 actual 31,061

25,808



Permanent Placements

Contracted target FY24 900  
FY23 actual 960

621



Permanent Placement earnings

Contracted target FY24 \$30m  
FY23 actual \$47.5m

\$33m



Māori & Pasifika Earnings

Contracted target FY24 No target  
FY23 actual \$27m

\$15m

Māori & Pasifika Placements

Contracted target FY24 No target  
FY23 actual 3,585

2,532



Income revenue

Contracted target FY24 \$298,520  
\*New target in FY24

\$511,343\*

# Statement of Comprehensive Revenue and Expenses

## For the Year Ended 30 June 2024

	Note	2024	2023
		\$	\$
<b>Revenue</b>			
Grants		4,427,000	4,305,750
Member levy contribution		117,650	58,825
Other		300,753	433,237
<b>Total Revenue</b>	<b>5</b>	<b>4,845,403</b>	<b>4,797,812</b>
<b>Expenses</b>			
Performance and data		1,239,548	1,408,686
Marketing and partnerships		662,206	1,070,684
Service excellence		1,106,480	1,211,996
Management and administration		1,253,244	690,416
Governance		69,354	124,758
Depreciation	<b>11</b>	9,642	44,686
Amortisation	<b>12</b>	-	-
<b>Total expenses</b>	<b>6</b>	<b>4,340,475</b>	<b>4,551,651</b>
<b>Surplus/(Deficit) before net financing costs</b>		<b>504,929</b>	<b>246,161</b>
Finance income		92,939	50,080
Finance costs		-	-
<b>Net finance income</b>	<b>7</b>	<b>92,939</b>	<b>50,080</b>
<b>Surplus/(Deficit)</b>		<b>597,868</b>	<b>296,241</b>
<b>Total comprehensive revenue and expenses</b>		<b>597,868</b>	<b>296,241</b>

## Statement of Changes in Net Assets

For the Year Ended 30 June 2024

	Note	Accumulated revenue & expenses	Total
		\$	\$
<b>Balance as at 1 July 2022</b>		1,209,337	1,209,337
Net surplus or deficit/total comprehensive revenue and expense		296,241	296,241
<b>Balance as at 30 June 2023</b>		<b>1,505,578</b>	<b>1,505,578</b>
<b>Balance as at 1 July 2023</b>		1,505,578	1,505,578
Net surplus or deficit/total comprehensive revenue and expense		597,868	597,868
<b>Balance as at 30 June 2024</b>		<b>2,103,447</b>	<b>2,103,447</b>

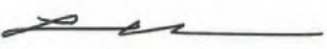
## Statement of Financial Position

### For the Year Ended 30 June 2024

	Note	2024	2023
		\$	\$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	8	1,107,291	1,258,640
Short term investments	9	598,069	705,150
Receivables (from exchange transactions)	10	27,959	100,585
Prepayments and other assets		60,986	51,967
<b>Total current assets</b>		<b>1,794,305</b>	<b>2,116,342</b>
<b>Non-current assets</b>			
Property, plant and equipment	11	33,389	17,398
Intangible assets	12	718,617	-
<b>Total non-current assets</b>		<b>752,006</b>	<b>17,398</b>
<b>Total assets</b>		<b>2,546,311</b>	<b>2,133,740</b>

	Note	2024	2023
		\$	\$
<b>Liabilities</b>			
<b>Current liabilities</b>			
Payables	13	313,976	332,944
Deferred revenue	14	58,825	194,470
Employee benefit liability	15	68,391	99,523
Loan	16	1,672	92
Deferred lease payables		-	1,133
<b>Total current liabilities</b>		<b>442,864</b>	<b>628,162</b>
<b>Total liabilities</b>		<b>442,864</b>	<b>628,162</b>
<b>Net assets</b>			
Accumulated revenue and expenses		2,103,447	1,505,578
<b>Total net assets</b>		<b>2,103,447</b>	<b>1,505,578</b>
<b>Total net assets and liabilities</b>		<b>2,103,447</b>	<b>1,505,578</b>

Signed for and on behalf of the Board who authorised these financial statements for issue



Board - Chair



Board - Member

3/9/2024

Date



## Statement of Cash Flows

### For the Year Ended 30 June 2024

	Note	2024	2023
		\$	\$
<b>Cash flow from operating activities</b>			
<b>Cash was provided from:</b>			
Government grant received		4,291,355	4,323,163
Interest received		92,939	50,080
Other income received		283,371	260,671
Receipts from advertising		80,989	80,989
Receipts from levies		117,650	58,825
		<b>4,866,304</b>	<b>4,773,728</b>
<b>Cash was applied to:</b>			
Payments to suppliers		1,693,919	1,946,450
Payments to employees		2,730,084	2,569,945
Net GST paid		(41,940)	(39,090)
		<b>4,382,063</b>	<b>4,477,305</b>
<b>Net cash inflow/ (outflow) from operating activities</b>		<b>484,241</b>	<b>296,423</b>
<b>Cash flow from investing activities</b>			
<b>Cash was provided from:</b>			
Repayment of short term deposits		107,081	-
		<b>107,081</b>	<b>-</b>
<b>Cash was applied to:</b>			
Purchase of property, plant, and equipment		25,634	6,763
Purchase of intangible assets		718,617	-
Purchase of short term deposits		-	305,150
		<b>744,251</b>	<b>311,913</b>
<b>Net cash inflow/ (outflow) from investing activities</b>		<b>(637,170)</b>	<b>(311,913)</b>

	Note	2024	2023
		\$	\$
<b>Cash flow from financing activities</b>			
<b>Cash was provided from:</b>			
Loans receive		1,580	-
Disposal of property, plant, and equipment		-	26,694
		<b>1,580</b>	<b>26,694</b>
<b>Cash was applied to:</b>			
Loans repaid		-	3,092
		<b>0</b>	<b>3,092</b>
<b>Net cash inflow/ (outflow) from financing activities</b>		<b>1,580</b>	<b>23,602</b>
<b>Net increase/ (decrease) in cash and cash equivalents</b>		<b>(151,349)</b>	<b>8,112</b>
<b>Cash and cash equivalents at beginning of year</b>		<b>1,258,640</b>	<b>1,250,528</b>
<b>Cash and cash equivalents at the end of the year</b>	<b>8</b>	<b>1,107,291</b>	<b>1,258,640</b>

## Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2024

### Note 1 - Reporting entity

Student Job Search Aotearoa Incorporated ("SJS") is domiciled in New Zealand and is an Incorporated Society regulated by the Incorporated Societies Act 1908. SJS is also a registered Charity, with charity registration number CC37101, regulated by the Charities Act 2005.

### Note 2 - basis of preparation statement of compliance

These financial statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand ("NZ GAAP"). They comply with Public Benefit Entity International Public Sector Accounting Standards ("PBE IPSAS") and other applicable financial reporting standards as appropriate that have been authorised for use by the External Reporting Board for Not-For-Profit entities for the purposes of complying with NZ GAAP, SJS is a Public Benefit Not-For-Profit entity and is eligible to apply Tier 2 Not-For-Profit PBE IPSAS on the basis that it does not have public accountability (as defined by the standard) and is not defined as large.

The Board has elected to report in accordance with Tier 2 Not-For-Profit PBE Accounting Standards and in doing so has taken advantage of all applicable Reduced Disclosure Regime ("RDR") disclosure concessions.

The financial statements have been prepared on a going concern basis. The main source of funding is a grant from the Ministry of Social Development, a contract variation for one year has been agreed to as at year end.

### Note 3 - Use of judgements and estimates

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from those estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimates are revised and in any future periods affected.

### (a) Judgements

No significant judgements were made in applying accounting policies to amounts recognised in the financial statements.

### (b) Assumptions and estimation uncertainties

There are no key estimates that have significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

### Note 4 - Summary accounting policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements and have been applied consistently by SJS.

### (a) Changes due to the initial application of a new, revised, and amended PBE Standards

#### i. Going Concern Disclosures (Amendments to PBE IPSAS 1)

## Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2024

During the FY21 period, an amendment to PBE IPSAS 1 in relation to going concern disclosures was adopted by SJS. The amendment introduced more specific disclosures about going concern assessments to provide more relevant and transparent information about the matters considered when making such assessments. This amendment has not had an impact on accounting policies of SJS. As SJS is a going concern with sufficient reserves, no further disclosures around the going concern assessment are considered to be required by the Board.

### (b) Measurement basis

These financial statements have been prepared under the historical cost convention.

### (c) Functional and presentation currency

The financial statements are presented in New Zealand Dollars (\$) which is SJS's functional and presentation currency. All financial information presented in New Zealand dollars has been rounded to the nearest dollar.

### (d) Revenue

Revenue is recognised when the amount of revenue can be measured reliably, and it is probable that economic benefits will flow to SJS and measured at the fair value of consideration received or receivable. The following specific recognition criteria in relation to SJS's revenue streams must also be met before revenue is recognised:

#### ii. Revenue from exchange transactions

##### Membership fees and subscriptions

Revenue is initially recorded as deferred revenue and recognised on a straight-line basis over the period of the membership or subscription.

##### Interest revenue

Interest is recognised as it accrued, using the effective interest rate method.

### Advertising services and partner program

Revenue from services rendered is recognised in surplus or deficit in proportion to the state of completion of the transaction at the reporting date. The stage of completion is assessed by reference to:

- the percentage of paid advertising value that has been utilised

Amounts received in advance for services to be provided in future periods are recognised as a liability until such time as the service is provided.

### Other income

Revenue from other income primarily relates to funding received in relation to the GovTechTalent (GTT) graduate program and an initiative called Labour Hire Fees. A small amount of donation revenue was received during the year from satisfied employer users of the SJS website.

Revenue is recognised when the conditions attached to the contract have been complied with.

Amounts received in advance for services to be provided in future periods are recognised as a liability until such time as the service is provided.

#### iii. Revenue from non-exchange Grant

##### Grant revenue

Grant revenue is recognised when the conditions attached to the grant have been complied with.

## Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2024

### (e) Employee benefits

#### Short-term employee benefits

Short-term employee benefit liabilities are recognised when SJS has a legal or constructive obligation to remunerate employees for services provided within 12 months of reporting date and is measured at the amounts expected to be paid when the liabilities are settled.

### (f) Financial instruments

#### Financial assets

Financial assets and financial liabilities are recognised when SJS becomes a party to the contractual provisions of the financial instrument. At balance date, SJS's financial assets were short term investments, cash and cash equivalents and receivables from exchange transactions. These were all classified as loans and receivables.

#### Cash and cash equivalents

Cash and cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

Cash and cash equivalents include cash in hand and deposits held at call with banks.

#### Short term investments

Short term investments comprise term deposits which have a term of greater than three months and therefore do not fall into the category of cash and cash equivalents.

#### Trade and other receivables

Trade receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment of trade receivables is established when there is objective evidence that the entity will not be able to collect all amounts due according to the original terms of the receivables.

Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments are considered indicators that the trade receivable is impaired. The carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the Statement of Comprehensive Income. When a trade receivable is uncollectable, it is written off against the allowance account for trade receivables. Subsequent recoveries of amounts previously written off are credited against the Statement of Comprehensive Income.

#### Financial liabilities

SJS's financial liabilities include trade and other creditors (excluding GST and PAYE), employee entitlements, loans and borrowings and deferred income (in respect to grants whose conditions are yet to be complied with).

All financial liabilities are initially recognised at fair value (plus transaction cost for financial liabilities not at fair value through surplus or deficit) and are measured subsequently at amortised cost using the effective interest method.

# Notes to and forming part of the Financial Statements

## For the Year Ended 30 June 2024

### (g) Property, plant and equipment

#### i. Recognition and measurement

Items of property plant and equipment are initially measured at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the asset. Where an asset is acquired through a non-exchange transaction its cost is measured at fair value at the date of acquisition.

#### ii. Subsequent expenditure

Subsequent expenditure is capitalised only when it is probable that the future economic benefits associated with the expenditure will flow to SJS. Ongoing repairs and maintenance are expensed as incurred.

#### iii. Depreciation

For plant and equipment, depreciation is based on the cost of an asset less its residual value. Significant components of individual assets that have a useful life that is different from the remainder of those assets, those components are depreciated separately.

Depreciation is recognised in surplus or deficit on a straight-line basis over the estimated useful lives of each component of an item of property, plant and equipment. The straight-line depreciation rates are:

Fixed Assets	Depreciation
Building and fitouts	7% to 12.5%
Office furniture	10% to 10.5%
Equipment	17.5% to 67%
Computers	33% to 50%

Depreciation methods, useful lives, and residual values are reviewed at reporting date and adjusted if appropriate.

### (h) Intangible assets

#### i. Recognition and measurement

Intangible assets are initially measured at cost. All of SJS's intangible assets are subsequently measured in accordance with the cost model, being cost less accumulated amortisation and impairment. Cost includes expenditure that is directly attributable to the acquisition of the asset.

#### ii. Subsequent expenditure

Subsequent expenditure is capitalised only when it increases the future economic benefits embodied in the specific asset to which it relates. All other expenditure, including expenditure on internally generated goodwill, is recognised in surplus or deficit as incurred.

#### iii. Amortisation

Amortisation is recognised in surplus or deficit on a straight-line basis over the estimated useful lives of each amortisable intangible asset. The straight-line amortisation rates are:

Intangible Assets	Amortisation
Website	25% to 40%
Software development	25%
Mobile app	40%

Amortisation methods, useful lives, and residual values are reviewed at reporting date and adjusted if appropriate.

## Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2024

### (i) Goods and services tax

The financial statements are stated exclusive of Goods and Services Tax (GST) with the exception of receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of the receivables or payables in the Statement of Financial Position. The net GST paid to or received from the IRD, including the cost relating to investing activities, is classified as an operating cash flow in the Statement of Cash Flows.

### (j) Income tax

Due to its charitable status, with charity registration number CC37101, SJS is exempt from income tax.

### (k) Equity

Equity represents the accumulated surplus, built up over time, measured as the difference between total assets and total liabilities. Equity is made up of the following components:

- Accumulated comprehensive revenue and expenses

Accumulated comprehensive revenue and expense is the entity's accumulated surplus or deficit since its formation, adjusted for transfers to/from specific reserve accounts.

### (l) Operating leases

Payments made under operating leases where the Lessor retains substantially the risk and rewards of ownership of an asset are recognised in surplus or deficit on a straight-line basis over the term of the lease. Lease incentives received are recognised as an integral part of the total lease expense, over the term of the lease.

### (m) Comparative figures

Certain comparative figures have been reclassified for disclosure purposes.

# Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2024

Note 5 - Revenue	Note	2024	2023
		\$	\$
<b>Revenue from exchange transactions</b>			
Membership Levy Contributions		117,650	58,825
Advertising		39,040	70,106
Other		261,713	363,130
<b>TOTAL EXCHANGE REVENUE</b>		<b>418,403</b>	<b>492,062</b>
<b>Revenue from non-exchange transactions</b>			
Grants		4,427,000	4,305,750
<b>TOTAL NON-EXCHANGE REVENUE</b>		<b>4,427,000</b>	<b>4,305,750</b>
<b>TOTAL REVENUE</b>		<b>4,845,403</b>	<b>4,797,812</b>

At the November 2022 AGM, members voted to move to a negotiated model for levy setting to better reflect the value received from SJS by each member associated.

Note 6 - Expenses	Note	2024	2023
		\$	\$
Total expenses contain the following items:			
Total employee benefits		2,544,892	2,542,751
Total lease payments		109,728	108,996
Depreciation and amortisation		9,642	45,111
Board member fees		57,334	54,775
Other expenses		1,618,879	1,800,017
<b>TOTAL EXPENSES</b>		<b>4,340,476</b>	<b>4,551,651</b>

Other expenses includes IT & phone costs of \$549k, marketing and advertising cost of \$307k and website/platform replacement costs of 304k.

Note 7 - Net finance costs	Note	2024	2023
		\$	\$
<b>FINANCE INCOME</b>			
Loans and receivables		92,939	50,080
<b>TOTAL FINANCE INCOME</b>		<b>92,939</b>	<b>50,080</b>
<b>NET FINANCE COSTS</b>		<b>92,939</b>	<b>50,080</b>

Note 8 - Cash And cash equivalents	Note	2024	2023
		\$	\$
<b>CURRENT ASSETS</b>			
Cash on hand		1,107,291	958,640
Maturing term deposits		-	300,000
<b>Cash and cash equivalents in the statement of cash flows</b>		<b>1,107,291</b>	<b>1,258,640</b>

Note 9 - Short term investments	Note	2024	2023
		\$	\$
<b>CURRENT ASSETS</b>			
Term deposits		598,069	705,150
<b>TOTAL SHORT TERM INVESTMENTS</b>		<b>598,069</b>	<b>705,150</b>



## Notes to and forming part of the Financial Statements

### For the Year Ended 30 June 2024

Note 10 - Receivables	Note	2024	2023
		\$	\$
<b>Exchange transactions</b>			
Trade receivables from exchange transactions		27,959	100,585
Allowance for doubtful debts		-	-
<b>Net trade receivables from exchanges transactions</b>		<b>27,959</b>	<b>100,585</b>
<b>Non - Exchange transactions</b>			
Sundry receivables		4,659	6,660
<b>Total Receivables</b>		<b>32,618</b>	<b>107,244</b>

The movement in allowance for doubtful debts from exchange transactions is presented below:

	Doubtful debts	Total
	\$	\$
<b>Balance as at 1 July 2022</b>	-	-
Allowance for doubtful debtors	-	-
Doubtful debtors recovered	-	-
Write off to bad debts	-	-
<b>Balance as at 30 June 2023</b>	-	-
Allowance for doubtful debtors	-	-
Doubtful debtors recovered	-	-
Write off to bad debts	-	-
<b>Balance as at 30 June 2024</b>	-	-

## Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2024

Note 11 - Property, plant and equipment	Fitout	Computers	Equipment	Furniture & fittings	Total
<b>Cost or valuation</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Balance as at 1 July 2023</b>	95,517	209,356	76,862	55,146	436,881
Additions (exchanges)	811	24,822	-	-	25,633
Disposals	(73,876)	-	-	-	(73,876)
<b>Balance as at 30 June 2024</b>	<b>22,452</b>	<b>234,178</b>	<b>76,862</b>	<b>55,146</b>	<b>388,638</b>
<b>Accumulated depreciation and impairment</b>					
<b>Balance as at 1 July 2023</b>	95,517	201,778	75,560	46,629	419,484
Depreciation	811	5,678	323	2,830	9,642
Depreciation written back on disposal	(73,876)	-	-	-	(73,876)
<b>Balance as at 30 June 2024</b>	<b>22,452</b>	<b>207,456</b>	<b>75,883</b>	<b>49,459</b>	<b>355,250</b>
<b>Net book value</b>					
as at 30 June 2023	-	7,579	1,302	8,517	17,398
as at 30 June 2024	-	26,722	979	5,687	33,388

## Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2024

Note 12 - Intangible assets	Website	Software development	Mobile app	Work in progress	Total
<b>Cost or valuation</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Balance as at 1 July 2023</b>	281,527	8,400	68,323	-	358,250
Additions	-	-	-	718,617	718,617
Disposals	-	-	-	-	-
<b>Balance as at 30 June 2024</b>	<b>281,527</b>	<b>8,400</b>	<b>68,323</b>	<b>718,617</b>	<b>1,076,867</b>
<b>Accumulated depreciation and impairment</b>					
<b>Balance as at 1 July 2023</b>	281,527	8,400	68,323	-	358,250
Amortisation	-	-	-	-	-
<b>Balance as at 30 June 2024</b>	<b>281,527</b>	<b>8,400</b>	<b>68,323</b>		<b>358,250</b>
<b>Net book value</b>					
as at 30 June 2023	-	-	-	-	-
as at 30 June 2024	-	-	-	718,617	718,617

The value of \$718,617 included in the FY24 accounts under WIP relate to the development of the Project Userverse website platform. The system is expected to go live in the early 2024/25 financial year.

## Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2024

Note 13 - Payables	Note	2024	2023
		\$	\$
Trade payables from exchange transactions		174,812	164,428
Sundry accruals		139,164	168,516
<b>TOTAL PAYABLES</b>		<b>313,976</b>	<b>332,944</b>

Note 14 - Deferred revenue	Note	2024	2023
		\$	\$
Membership fees and subscriptions received in advance		56,333	58,825
Government grant received in advance		-	-
Other income received in advance		2,492	135,645
<b>TOTAL DEFERRED REVENUE</b>		<b>58,825</b>	<b>194,470</b>

Note 15 - Employee benefit liability	Note	2024	2023
		\$	\$
<b>Current</b>			
Short-term employee benefits		68,391	99,523
<b>TOTAL EMPLOYEE BENEFIT LIABILITY</b>		<b>68,391</b>	<b>99,523</b>

Note 16 - Loan	Note	2024	2023
<b>Spark Loan</b>		\$	\$
Current		1,672	92
Non-current		-	-
<b>TOTAL SPARK LOAN</b>		<b>1,672</b>	<b>92</b>

*Interest free loans for mobile phones used by employees with monthly repayment terms.*

# Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2024

Note 17 - Operating leases	2024 \$		2023 \$	
	< 1 year	2-5 years	< 1 year	2-5 years
<b>Office premises - 84 Boulcott St</b>				
Level 7	6,267	-	6,235	-
Level 8	11,993	-	11,931	-
	18,260	-	18,166	
<b>Office premises - 102 Lambton Quay</b>				
Level 10	-	255,000	-	-
	-	255,000	-	-
<b>Other lease commitments</b>				
Photocopier	-	3,279	1,191	3,771
Laptops	4,008	-	22,523	-
	4,008	3,279	23,714	3,771
<b>Total lease commitments</b>	<b>22,268</b>	<b>258,279</b>	<b>41,880</b>	<b>3,771</b>

Current lease at 84 Boulcott Street expires 1 September 2024. A new office premises lease for 102 Lambton Quay has been signed in June 2024. The 3 year term starts on 1 September 2024.

## Significant lease arrangements

### Office premises

The current office premises lease is with the Grand Complex Properties Ltd. SJS lease level 8 and part of level 7 of The Grand Annex, 84 Boulcott St, Wellington. The lease for a 6-year term started 1 September 2017 and had 6 months rent-free (September-October 2017, and July-October 2019). A one-year lease extension term ends in August 2024 and SJS will then move to 102 Lambton Quay, Wellington. The new office lease term is for three years ending 31 August 2027 with one right of renewal option of three years.

### Photocopier

A lease with Fuji Film Leasing New Zealand Limited commenced from 1 August 2022 for a term of 60 months ending 31 July 2027.

# Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2024

## Note 18 - Placements grant project

In December 2020, SJS received grant income of \$700,000 for specified placement targets from MSD in relation to a one-off project. The grant funding has been repeated annually since then and included \$915,000 in FY24. The contract will not be funded by MSD for FY25 and the project will now wind up.

## 19 Related party transactions

### (g) Key management personnel remuneration

SJS classifies its key management personnel into one of two classes:

**Board**  
**Senior management team**

Members of the Board are paid from a total pool of \$68,250. Senior management are employees. The aggregate level of remuneration paid and number of persons (measured in 'people' for Board, and 'full time equivalents' (FTE's) for Senior Management and Chief Executive) in each class of key management personnel is presented below:

Note 19 Related Parties	2024		2023	
	\$		\$	
	Remuneration	Number of individuals	Remuneration	Number of individuals
Board	57,334	7	54,775	7
Senior Management Team	824,184	6	679,393	4
	881,518		734,168	

No family members of key management personnel are employed by SJS. The Senior Management Team increased from 4 to 6 members as from February 2024. A Board member acted in the role of Chief Executive from September 2023 until January 2024. SJS contracted the Acting Chief Executive and an Executive Assistant through the Board member's company James People Limited.

## Note 20 - Financial instruments

Classification and fair values of financial instruments

The table below shows the carrying amount of the financial assets and liabilities

Note 20 - Financial instruments	Note	2024	2023
<b>Financial asset</b>		\$	\$
<b>Loans and receivables</b>			
Short term investments		598,069	705,150
Cash and cash equivalents		1,107,291	1,258,640
Receivables from exchange transactions		27,959	100,585
		<b>1,733,319</b>	<b>2,034,374</b>
<b>Financial liabilities</b>			
<b>At amortised cost</b>			
Payables		313,976	332,944
Employee entitlements		68,391	99,523
Loan		1,672	92
		<b>384,039</b>	<b>432,558</b>

## Note 21 - Capital commitments

There are no capital commitments as at 30 June 2024. (2023: None)

## Note 22 - Contingent liabilities

There are no contingent liabilities as at 30 June 2024. (2023: None)

## Note 23 - 3 Subsequent events

There are no subsequent events as at 30 June 2024. (2023: None)

## Independent Auditor's Report

### To the Members of Student Job Search Aotearoa Incorporated

### Report on the Audit of the Performance Report

#### Opinion

We have audited the financial performance report of Student Job Search Aotearoa Incorporated (the "Society") which comprise:

- a. the financial statements set out on pages 4 to 19, which comprise the statement of financial position as at 30 June 2024, and the statement of comprehensive revenue and expense, statement of changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies; and
- b. the statement of service performance on page 3.

In our opinion, the accompanying financial report present fairly, in all material respects:

- a. the financial position of the Society as at 30 June 2024 and its financial performance and cash flows for the year then ended; and
- b. the service performance for the year ended 30 June 2024 in accordance with the Society's service performance criteria

in accordance with Public Benefit Entity Reporting Standards issued by the New Zealand Accounting Standards Board.

#### Basis for Opinion

We conducted our audit of the financial statements in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)) and the audit of the service performance information in accordance with International Standard on Assurance Engagements (New Zealand) (ISAE (NZ)) 3000 (Revised) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with Professional and Ethical Standard 1 *International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand)* issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interest in, the Society.





### Other Information Other than the Financial Statements and Auditor's Report thereon

The Board Members are responsible for the other information. The other information comprises the information included in the Annual Report but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Responsibilities of Those Charged with Governance for the Financial Statements

Those charged with governance are responsible on behalf of the Society for:

- (a) the preparation and fair presentation of the financial statements and statement of service performance in accordance with Public Benefit Entity Reporting Standards issued by the New Zealand Accounting Standards Board;
- (b) service performance criteria that are suitable in order to prepare service performance information in accordance with Public Benefit Entity Reporting Standards; and
- (c) such internal control as those charged with governance determine is necessary to enable the preparation of the financial statements and statement of service performance that are free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Board Members on behalf of the Society are responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless those charged with governance either intend to liquidate the Society or to cease operations, or have no realistic alternative but to do so.

### Auditor's responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements and the service performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of the entity's internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.



- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by those charged with governance and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements and the service performance information, including the disclosures, and whether the financial statements and the service performance information represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### Restriction on use of our report

This report is made solely to the Society's Board Members, as a body. Our audit work has been undertaken so that we might state to the Society's Board Members, as a body, those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Society and its Board Members, as a body, for our audit work, for this report or for the opinion we have formed.

#### Grant Thornton New Zealand Audit Limited

**Brent Kennerley**

**Partner**

**Wellington**

**3 September 2024**

<b>To:</b>	Student Job Search Membership
<b>From:</b>	Student Job Search Board
<b>Date:</b>	8 November 2024
<b>Subject:</b>	<b>Appointment of Auditors for 2024/2025</b>



### Recommendation

The Board, on 7 October 2024, resolved to recommend that Moore Markhams be appointed as the auditor for Student Job Search (SJS) for the 2024/2025 financial year.

### Background

Student Job Search recognises the importance of a high-quality audit as part of our risk management. In 2023/24, our current auditors, Grant Thornton, charged \$28,400 for their services, which represented a 10% increase over the previous year.

In September 2024, SJS undertook a competitive procurement process involving two potential audit providers, Moore Markhams and BDO, both specialising in non-profit auditing.

### Evaluation Summary

Moore Markhams has extensive experience in non-profit auditing, providing services to organisations such as Wellington Zoo Trust, Age Concern New Zealand, and Parkinson's New Zealand.

BDO also has significant experience in non-profit auditing, including Diabetes New Zealand, St John, and Royal New Zealand Ballet.

The reference checks revealed that Moore Markhams consistently provides quality audits, with positive feedback on reliability and value for money.

### Key Considerations

- **Cost Savings:** Appointing Moore Markhams would save **\$13,000** annually compared to our current audit fee.
- **Rotation:** Regular rotation of audit providers enhances corporate governance.

<b>Provider</b>	<b>Proposed Annual Audit Fee</b>	<b>References</b>
<i>Moore Markhams</i>	<i>\$15,000</i>	<i>Good</i>
<i>BDO</i>	<i>\$23,000</i>	<i>Mixed</i>

### Motion

- That the Membership moves to appoint Moore Markhams as the Auditor for Student Job Search (SJS) for 2024/2025 financial year, in accordance with the required business of the Annual General Meeting (Section 14.2.4 SJS Constitution).

<b>To:</b>	Student Job Search Membership
<b>From:</b>	Lucy Hickman, Board Chair
<b>Date:</b>	8 November 2024
<b>Subject:</b>	<b>Endorsement of the Board Members</b>



## Recommendation

That the Membership endorses the Student Job Search (SJS) Board Members.

## Purpose

To present the current Board Members for the Membership's endorsement.

## Board Members



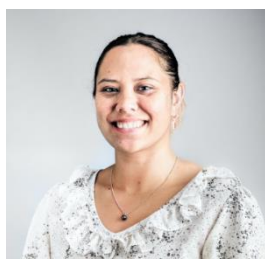
### Lucy Hickman

Lucy's journey with SJS commenced in 2023 when she joined the Board, assuming the role of Chair immediately after the 2023 AGM. Her dynamic leadership style is shaped by her role as the Deputy Chief Executive of the Electoral Commission, where she oversees the Enterprise Services Group. With a robust background in health and formidable governance skills, Lucy brings a wealth of expertise to our deliberations. She holds a Bachelor of Management Studies from The University of Waikato, majoring in Accounting and Finance.



### Liam McLeavey

Liam serves as the Deputy Chair, a purpose-driven consultant, governance leader, speaker, and social entrepreneur. Liam joined the SJS Board in 2023 and was elected Deputy Chair following the 2023 AGM. He currently serves as a Manager at PwC New Zealand, bringing expertise in strategy, organisational transformation, and youth employment to our discussions. Liam holds a Bachelor of Arts from Massey University majoring in Social Policy, Politics, and International Relations.



### Pare Graham

Pare's journey to the Student Job Search Aotearoa Board in 2023 is marked by a profound commitment to advancing the Māori community and fostering equitable opportunities. He uri ia noo Waikato-Tainui, Ngaa Puhi, Te Arawa, me Ngaati Kahungunu. Pare brings a robust background in Education and Developmental Psychology to her role at the Ministry of Education. Passionately applying culturally responsive psychological services that uphold Te Tiriti o Waitangi.



### **Craig Mildenhall**

Craig joined the SJS Board in September 2023, bringing with him a wealth of knowledge in building consumer experiences and developing products and brands. With a strong digital background, Craig specialises in implementing data-driven strategies to drive revenue growth and address business and consumer challenges. He currently leads Digital at Kathmandu as General Manager. Craig holds a Bachelor of Tourism Management.



### **Ian Simpson**

Ian's appointment to the SJS Board in 2023 heralds a new era of digital innovation and leadership. With a robust IT background, Ian infuses our Board with a wealth of digital expertise and vision. As the Managing Director of The Logic Studio, his thriving web development business based in Dunedin, Ian is at the forefront of digital innovation. Ian is a Chartered IT professional, championing excellence and collaboration within the tech community. Ian has completed a Bachelor of IT from Otago Polytechnic. Later joining Member IT Professionals NZ (MIITP), Chartered IT Professional (CITPNZ), Member Institute of Directors (MinstD).



### **James Grafas**

James brings a dynamic blend of leadership and innovation, honed through his extensive experience in HR. As the former CEO of Agoge, recognised as the 2018 NZ Large Recruitment Company of the Year, and awarded NZ Recruitment Leader of the Year, James has consistently pushed boundaries and achieved excellence. Beyond his corporate endeavours, James is the visionary Founder of James People, an HR consultancy, and Good Trust. James currently works as a Professional Director and is a Chartered Member of the Institute of Directors.

## **Motion**

- That the Membership moves to endorse six Board Members as presented, in accordance with the required business of the Annual General Meeting (Section 14.2.8 SJS Constitution).

<b>To:</b>	Student Job Search Membership
<b>From:</b>	Student Job Search Board
<b>Date:</b>	8 November 2024
<b>Subject:</b>	<b>Endorsement of Student Advisory Committee Terms of Reference</b>



### Recommendation

That the Membership endorses the Student Advisory Committee Terms of Reference.

### Background

The Student Advisory Committee (SAC) was established to ensure students have a dedicated platform to contribute ideas, and trends and to share their perspectives. Student Job Search (SJS) values student input in both decision-making and service delivery. SAC was established as a subcommittee of the SJS Board, acting as a vital link to assist in championing student employment.

There are six Committee Members at present; two Committee members were elected at the 2023 Annual General Meeting, and four were elected at the Special General Meeting in April 2024. SAC has held two hui: one in July and the second in October. The Committee noted that the Terms of Reference are current and relevant.

The Committee Members are as follows:



**Hemaima  
Keane**



**Josh  
Robinson**



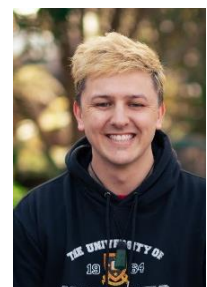
**Bronwen  
Ata-Tau**



**Patrick  
O'Connor**



**Rohan  
Patel**



**Zac  
Isaac**

### Motion

- That the Membership moves to endorse the Student Advisory Committee Terms of Reference in accordance with the required business of the Annual General Meeting (Section 14.2.8 SJS Constitution).



# Student Advisory Committee

## Terms of Reference

**Job Search**  
Taurira Rapu Mahi  
**Where**  
**Talent Meets**  
**Opportunity**

September 2023

### 1. Introduction

Student Job Search Aotearoa (SJS) connects students and employers across Aotearoa New Zealand with fulfilling relationships that support students' ability to earn and their early career development.

To ensure that SJS continues to meet the diverse needs of students in tertiary education, SJS has, through its Constitution, formed a Student Advisory Committee (SAC) to facilitate meaningful input and connection from the SJS Board to the students and graduates across Aotearoa New Zealand.

### 2. Purpose

The purpose of the Student Advisory Committee (SAC) is to facilitate meaningful collaboration between SJS, students, and graduates to support SJS in meeting the evolving needs and expectations of students. This enables SJS to respond to trends and changes in the tertiary education sector that impact student employment and employability for all learners.

### 3. Responsibilities

The committee has three key areas of responsibility:

#### Strategic Advice

- a) Support SJS to identify and respond to key risks and shifts that impact on students and student employment.
- b) Actively engage in discussions, provide input, and offer suggestions on trends and changes in the tertiary education sector and student employability.

#### Service Development

- c) Actively engage in discussions, provide input, and offer suggestions on various aspects of SJS services to enhance the overall effectiveness and relevance of SJS services and initiatives.
- d) Provide feedback on new SJS initiatives, features, and programmes before they are implemented.

#### Engagement

- e) Facilitate meaningful collaboration between SJS, students and recent students in order to ensure SJS services meet the evolving needs and expectations of students.
- f) Working collaboratively with Māori to ensure tino rangatiratanga, and continuously meet our commitment to partnership under Te Tiriti o Waitangi.

### 4. Membership

The membership requirements for the Student Advisory Committee (SAC) are:

- a) The SAC will comprise a diverse and representative group of students and recent students who currently reside in New Zealand.
- b) Membership will be open to both domestic and international students to ensure a comprehensive representation of the student population.
- c) The SAC will consist of a minimum of six and a maximum of 14 members.
- d) To ensure SJS actively meets our commitment to partnership under Te Tiriti o Waitangi, the SAC should include a minimum of one tangata whenua student.

# Student Advisory Committee

## Terms of Reference

- e) To achieve a balanced and diverse representation on the SAC, voting Members must actively give regard to candidates who study at an ITP Representative, those that reside in rural communities, those that are of Māori and Pacific ethnicity, and identify as a disabled person.
- f) Members will be elected in accordance with Schedule 1. Elections will be overseen by a Returning Officer appointed by the SJS Board.
- g) Committee Members will serve a two-year term, with the option to reapply for subsequent terms.

Elected Committee Members will be provided a letter of appointment which will outline all conditions and terms of their appointment. A draft of this will be included in the nomination pack.

### 5. Remuneration

Student Advisory Committee Members will be remunerated \$100 per meeting attended. This will be paid into the account stated on the SAC Enrollment Form through iPayroll less withholding Tax, a rate determined as per the completed IR330C.

### 6. Reporting Structure

- a) The Student Advisory Committee (SAC) is a committee of the SJS Board.
- b) The committee will be chaired by a Board Member appointed by the Board.
- c) Following each meeting, the Chair will report to the Board on the committees' activities.
- d) At each SAC meeting, the SAC Chair will provide a brief update from the Board.
- e) The committee has no decision-making authority.

### 7. Committee Protocols

- a) The Chair will prepare an annual workplan for the committee which will include meeting dates and potential agenda topics.
- b) Meetings may be conducted in person or virtually, depending on logistical considerations and member preferences.
- c) SJS will provide necessary documentation and updates to SAC members in advance of meetings to facilitate informed discussions.
- d) Secretariat services will be provided by SJS.
- e) All minutes and agenda papers are confidential.

### 8. Evaluation and Review

The effectiveness of the Student Advisory Committee (SAC) will be periodically reviewed by SJS to ensure that it continues to serve its intended purpose. Adjustments to the SAC's structure, responsibilities, or membership may be made as necessary.

### 9. Amendment of Terms of Reference

This Terms of Reference (ToR) may be amended by the SJS Board as needed, with input from the SAC members and approval from the SJS Board for endorsement by Members at a General Meeting.

### Schedule 1: Election process



# Student Advisory Committee

## Terms of Reference



- a) Nominations will be opened by the SJS Board 20 working days prior to a General Meeting where elections will be held.
- b) Nominations must be endorsed by an authorised representative of a recognised student group e.g student association, Māori student association, national student body, student club etc.
  - i) Each organisation can support up to two nominations.
- c) Candidate information will be provided to Members at least five days prior to the General meeting.
- d) At the General Meeting, each candidate will have two minutes to speak followed by two minutes of questions.
- e) Committee Members will be elected using the Single Transferable Vote system.
- f) As outlined in the SJS Constitution, only A Members are voting members and will have the number of votes as set out in Schedule 1.

<b>To:</b>	Student Job Search Membership
<b>From:</b>	Student Job Search Board
<b>Date:</b>	8 November 2024
<b>Subject:</b>	<b>Confirmation of 'A' Members Criteria</b>



### Recommendation

That the Membership notes that no new applications for 'A' Membership were received by the Board during 2023/2024, and that the Membership confirms the criteria for 'A' Membership.

### Background

Pursuant to Clause 6.2.1 of the SJS Constitution, an 'A' Member is a student organisation that:

- Can demonstrate that it has a democratically structured students' representative institution;
- Can demonstrate that it has an effective capability for student involvement and student voice within the institution;
- Operates as a students' representative institution at a NZQA recognised tertiary education institution in New Zealand; and
- Has been admitted as a member in accordance with Rule 7 of the SJS Constitution.

'A' Membership are subject to this criterion on an annual review basis.

### Members Removed from 'A' Membership

The Waikato Institute of Technology has resigned as an 'A' Member of SJS, due to no longer meeting the criteria for membership.

### 'A' Members for 2025 are confirmed as follows:

	Votes
Auckland University Students' Association Inc (AUSA)	5
Auckland University of Technology Student Association (AUTSA)	4
Lincoln University Students' Association (LUSA)	1
Massey Associations - Te Tira Ahu Pae (TTAP)	4
Otago Polytechnic Students' Association (OPSA)	2
Otago University Students' Association (OUSA)	4
University of Canterbury Students' Association (UCSA)	4
Unitec Students Council (USC)	2
Victoria University of Wellington Students' Association (VUWSA)	4
Waikato Students' Union (WSU)	3

Note: Lincoln University EFTs have changed, this has meant a change in voting weighting from 1-2.

### Motion:

- That the Membership moves to confirm the 'A' Membership Criteria in accordance with the required business of the Annual General Meeting (Section 14.2.8 SJS Constitution); and
- That the Membership notes and agrees to the list of 'A' Members presented for 2025 who have met the criteria.

Nb. Additional Information on voting weighting for membership, as derived by EFT's.

Members	Votes 2023	EFT 2023*	Votes 2024
AUSA	5	35,295	5
AUTSA	4	18,565	4
LUSA	1	3,070	2
TTAP	4	16,250	4
OPSA	2	4,620	2
OUSA	4	18,935	4
UCSA	4	16,975	4
USC	2	4,685	2
VUWSA	4	15,875	4
WSU	3	10,485	3

\*Data from [www.educationcounts.govt.nz](http://www.educationcounts.govt.nz) [02 - Tertiary participation / Education Counts](#)

<b>To:</b>	Student Job Search Membership
<b>From:</b>	Student Job Search Board
<b>Date:</b>	8 November 2024
<b>Subject:</b>	<b>Reviewing our Legal Structure</b>
<b>Recommendation</b> That the Membership: <ul style="list-style-type: none"> <li>• Endorse initiating the process for re-registration as an incorporated society under the new Incorporated Societies Act 2022.</li> <li>• Approve the establishment of a working committee, including at least three Student Association representatives, to work on behalf of the membership and present updated society rules.</li> </ul>	



**Purpose:**

1. This paper presents the legal advice regarding Student Job Search (SJS) re-registering as an incorporated society or transitioning to an alternative legal structure.

**Background:**

2. In May 2024, the Board reviewed the evolving relationship between Student Job Search (SJS) and Student Associations, noting significant changes in the core responsibilities of Student Associations, particularly in student career support.
3. Feedback from Member Associations has ranged from indifference to strong dissatisfaction regarding the perceived value of services funded through their contributions. A review of our membership structure and fees was agreed upon.
4. The Board resolved to:
  - a. Seek legal advice regarding the re-registration process under the new Incorporated Societies Act 2022, and explore recommendations on potential alternative legal structures that may better align with the organisation's future needs.
  - b. Consider changes to membership structure and subscriptions.

**Summary of Legal Advice Received:**

5. SJS has sought legal advice on the process and requirements for re-registering as an incorporated society under the new Incorporated Societies Act 2022, as well as guidance on potential alternative legal structures that may better suit the organisation moving forward. The key advice includes:
  - a. SJS must either re-register or transition to an alternative legal structure; otherwise, it will cease to be a legal entity. This would expose officers to personal liability and jeopardise the protection of SJS trademarks, trading, and legal name, compromising our ability to continue our service provision.
  - b. SJS has the option to re-register as an incorporated society or consider transitioning to either a Charitable Trust or a Charitable Limited Company.
  - c. In choosing a legal structure, it is essential to consider factors such as SJS's history, culture, stakeholder perceptions, commercial and non-commercial requirements, barriers to change, key decision-makers, accountability, and other relevant considerations.

- d. A key consideration also includes mitigating risk around retaining charitable status if we do not register as an Incorporated Society.

## **Legal Structure Options**

### **Incorporated Society**

6. An incorporated society is a democratic organisation led by its members, whose primary role is to hold the society's decision-makers accountable. Members serve as a critical check on those with decision-making powers to ensure alignment with the society's purpose and governance.
7. Re-registering under the new Incorporated Societies Act 2022 will require a structured programme of work and active member approval. SJS is legally obligated to inform members about the re-registration process and present any viable alternative structures for consideration.
8. An advantage of the membership-led structure is that members can intervene to prevent officers (board members) from acting outside their authority, violating their duties, or steering the society in a direction that does not reflect the membership's support.
9. If SJS chooses to re-register as an incorporated society, the constitution must be reviewed and updated to comply with the new 2022 Act, along with meeting other requirements. This would also be an opportune time to reassess the membership structure and fees as part of the re-registration process.
10. Under the new Act, SJS must maintain a minimum of four Student Associations as members to remain an incorporated society.
11. To comply with Section 45 of the new Act, SJS will need to establish a new membership category specifically for Independent Board members.

### **Charitable Trust Structure**

12. A Charitable Trust operates with an autocratic governance structure, where decision-making authority is vested exclusively in the trustees. This allows for greater flexibility and faster decision-making, which can be advantageous for organisations with significant commercial activities, as actions can be taken without the need for engagement or voting by a broader membership base.
13. Trustees are responsible for adhering to the trust's terms and fulfilling the charitable purposes outlined in the Charities Act 2005. Unlike an incorporated society, trustees are accountable not to members but to the public and are subject to legal duties under common law, the Trusts Act 2019, and the Charitable Trusts Act 1957.
14. Transitioning to a Charitable Trust is a complex and resource intensive process that introduces significant risk. The transition is estimated to take 12 to 18 months and requires reapplying for charitable status, a process that is uncertain and untested. Additionally,

careful management of all assets, including trademarks and intellectual property, is crucial to mitigate potential challenges during the transition.

### **Charitable Company**

15. This option offers benefits for more commercially oriented charities, it is not well-suited for SJS. Legal advice has indicated that this structure would not be appropriate for our organisation. Therefore, this option is not discussed further.

### **Options for Moving Forward**

16. Considering all the information, particularly the current risk of losing charitable status, and after consulting with several of our Members who are undergoing the same process for their Student Associations, we recommend seeking support to initiate the re-registration process at the AGM.
17. Additionally, we propose reviewing and considering other structural options in 3 to 5 years, should the membership wish to explore this. This approach allows us to preserve our current structure while maintaining charitable status and minimising disruption to key relationships. A potential change to a different legal structure can still be considered in the future once we have a clearer understanding of the associated risks.
18. Ultimately, the decision to re-register as an incorporated society rests with our Student Membership Associations. For the purposes of this paper, we have adhered to the recommended advice and outlined the process for re-registration. Should any voting member have concerns or oppose this approach, we encourage them to raise these as soon as possible, so that alternative options, such as transitioning to a Charitable Trust, can be fully explored and discussed at the upcoming AGM.

### **Re-registering as an Incorporated Society**

19. The following steps would need to be undertaken to re-register as an incorporated Society:
  - a. Review the Constitution and update it to ensure it complies with the new requirements (and is otherwise fit for purpose);
  - b. Adopt the updated Constitution at an Annual General Meeting or Special General Meeting called for that purpose, in accordance with Rule 59 of the Constitution.
  - c. Adopting a new constitution will require support of at least two-thirds of members present and voting;
  - d. Appoint or elect at least one (and no more than three) contact person(s) who must be at least 18 years old and ordinarily resident in New Zealand, to be the contact point for the Registrar of Incorporated Societies;
  - e. Ensure its officers meet the qualifications requirements of section 47 of the 2022 Act and consent to being officers using prescribed forms; and
  - f. Re-register through the online application system.

### **Adopting a New Constitution**

20. A newly adopted Constitution at a General Meeting will only take effect once it is approved by the Registrar of Incorporated Societies and officially entered into the Register. As a result, there may be a delay between the members adopting the new Constitution and its formal implementation as the governing document. After re-registration, SJS will also need to

update the Charities Register to reflect the new Constitution. Additionally, we have received further legal advice on structuring our membership and Constitution to better align with both member and operational needs. Given the complexity of this information, it would be most effective to address it through a dedicated working committee.

### **Next Steps**

21. We propose forming a working committee comprising Board members, Management, and Student Association representatives to oversee the re-registration process. This committee would ensure timely compliance with the new Act, including scheduling a Special General Meeting in advance of our AGM usually held in November annually to mitigate any risk of non-compliance. The committee's primary responsibility will be to identify and recommend necessary changes to the Constitution's rules and structures during the rewrite. This process also provides an opportunity to address member concerns around membership structure and subscription fees, allowing the committee to focus on operational improvements that enhance how the Constitution serves our members.

### **SJS requests that the Members note:**

22. This endorsement to move forward with re-registration, does not preclude consideration of alternative structures in the future.
23. That this process will require actions, including rewriting the Constitution, which provides an opportunity to rethink membership structure, levy charges, and other elements of the society's rules.

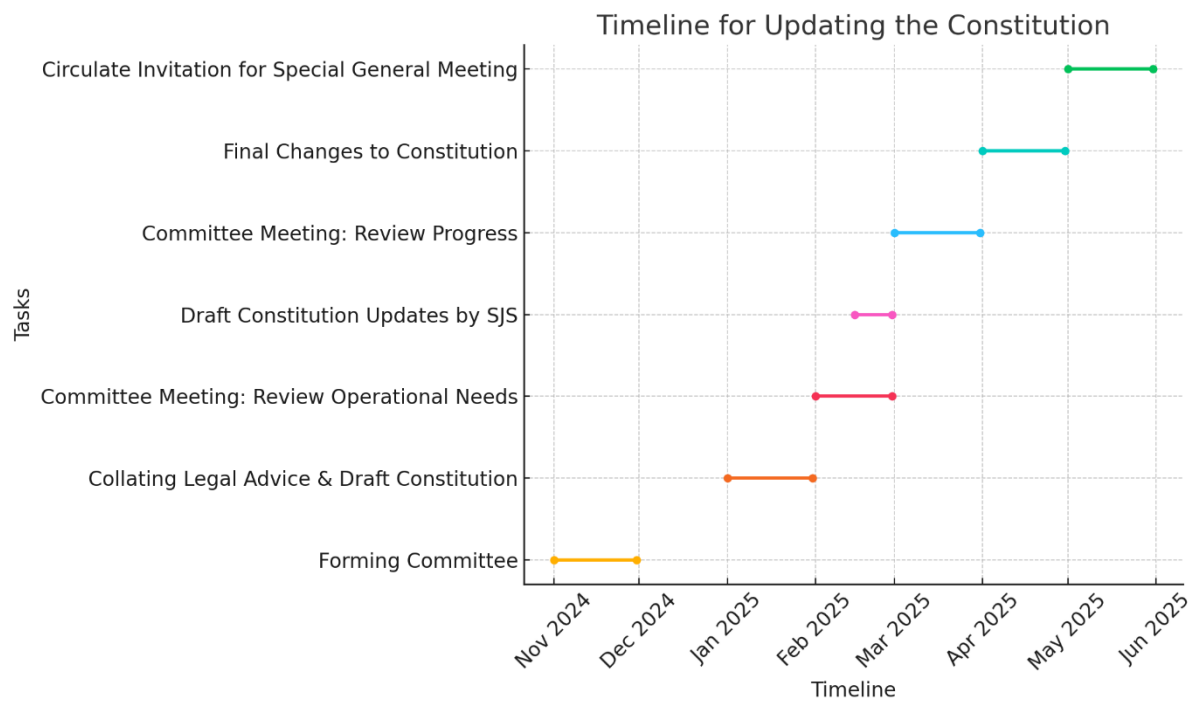
### **Motion**

That the members move to:

24. Endorse initiating the process for re-registration as an incorporated society under the new Incorporated Societies Act 2022.
25. To approve the establishment of a working committee comprising at least three representatives from the Student Associations, to collaboratively develop and present with SJS updated society rules in accordance with the new Act.

The motions outlined above are based on legal advice emphasising the need for SJS to maintain its legal entity status and protect its trademarks and services. Re-registering as an incorporated society will allow SJS to continue serving New Zealand tertiary students effectively as a registered charity and avoid the risk of losing charitable status, which would require reapplication if we transitioned to a Charitable Trust. Re-registration does not prevent the membership from directing SJS to adopt an alternative legal structure in the future.

A proposed draft timeline for the working committee is outlined here:





<b>To:</b>	Student Job Search Membership
<b>From:</b>	Student Job Search Board
<b>Date:</b>	8 November 2024
<b>Subject:</b>	<b>‘A’ Members Annual Subscription 2025</b>
<b>Recommendation</b> That the membership approve: <ul style="list-style-type: none"> <li>• The ‘A’ Members Annual Subscription fee for 2025.</li> <li>• The Annual Subscription model is reinstated as a required payment for all members.</li> </ul>	



## Background

1. From 2015 to 2021, Student Job Search (SJS) ‘A’ Members paid their annual subscription based on Equivalent Full-Time Student (EFTS) to support the outcomes SJS delivers for their students. The amount has not changed since 2015.
2. At the 2022 AGM, the SJS Board proposed a shift from a compulsory annual subscription fee structure based on EFTS to a voluntary contribution model. This approach was designed to be more equitable, acknowledging that each member's situation and funding arrangement is unique and was adopted by the Membership.
3. In early 2024, several members expressed concerns regarding the current annual subscription fee structure. Specifically, there was dissatisfaction stemming from the perception that their fees were disproportionate to the services they received. This issue was compounded by SJS's open access to all tertiary providers under our funding agreement with MSD, prompting some members to question the value of their contributions.
4. Despite concerns raised, most Member Associations paid their Annual Subscription fee for 2024. This year, SJS has prioritised engaging with Associations to better understand their challenges while sharing those we face. In many instances, there was consensus that a deeper analysis of SJS's overall structure and legal entity status is a pressing matter that requires time and collaboration between Associations and SJS.

## 2025 Membership Subscription Setting

5. SJS is actively reviewing its legal structure to support the Membership in deciding whether to re-register as an Incorporated Society by 2026 or pursue a different legal framework. Given the complexity and urgency of this issue, we recommend forming a working group with representatives from both Student Associations and SJS to assess the options and decide by 30 June 2025.
6. Therefore, the approach to subscriptions this year aims to address the immediate needs and feedback of our Student Associations, providing a temporary solution until a final decision is made on the organisation's legal structure—a decision needed within the next six months.
7. For setting of 2025 Membership Subscriptions SJS proposes to:
  - a. Maintain or reduce subscription costs for our Members (see table 1);
  - b. Return to compulsory subscriptions, in response to member feedback and legal advice that voting members should be fee-paying. Introduce a hardship application process for any exemptions that need to be applied.

**Table 1.**

Size	<5,000 EFTs	5,000-15,000 EFTs	15,001-17,500 EFTs	>17,500
<b>'A' fee applied for 2024</b> (GST excl)	\$2,000-\$3,000	\$9,000	\$15,000-\$18,000	\$15,000-\$20,000
<b>Proposed new 'A' fee for 2025</b> (GST excl)	\$2000	\$5000	\$10,000	\$12,500
<b>Current Member category</b> (based on 2023 EFTs)	LUSA, OPSA, USC	WSU	UCSA, TTP, VUWSA	AUSA, OUSA, AUTSA

Please note the EFT's have been slightly adjusted based off 2023 EFT data in this proposed model.

### Hardship Exemption

8. We have reduced subscription fees to ease the financial burden on our members and propose introducing a hardship exemption for those in difficult circumstances. This would allow members to continue benefiting from our reporting, marketing, and on-campus activities. Members may request a fee reduction or waiver, with in-kind support encouraged. The Board will review all hardship exemption requests on a case-by-case basis.

### Summary

9. The proposed changes to the 'A' Membership Annual Subscription model for 2025 aim to balance fairness, financial sustainability, and member feedback. By reducing fees, reintroducing a compulsory structure, and offering hardship exemptions, we seek to maintain equitable support while delivering quality services for tertiary students across Aotearoa. These changes will also enable us to generate revenue from non-MSD sources, as required by our service contract, and provide time for collaborative discussions on our legal structure and new constitutional elements, including membership structure and fees.

### Motion

- That the Membership moves to approve the proposed 2025 Annual Subscription for 'A' members pursuant to; the required business of the Annual General Meeting (AGM) (Section 14.2.7 of the Constitution).



**TE TIRA AHU PAE**  
**HEI HĀPAI WHAKAMANA**

## **Terms of Reference**

### **Review and Restructure Committee**

#### **1. Introduction**

The purpose of this document is to define the Terms of Reference for the Committee established to review the current representation structure and create recommendations for a potential restructuring proposal.

The Committee must have adequate representation from key stakeholders and must ensure that all opinions are adequately reflected upon and discussed.

#### **2. Purpose**

The purpose of the Committee is to review and propose changes to the structure of the students' association to improve its representation, governance, accountability, inclusivity, and effectiveness. This includes ensuring that the association continues to serve the interests of all students and aligns with modern practices in student governance and Te Tiriti o Waitangi.

The Committee will need to be efficient considering the short timeframe we have over summer and the amount of consultation that will need to be reviewed.

To ensure the time is spent as efficiently as possible, the main role of the Committee will not be to come up with new ideas on how the association shall be restructured. This will be the responsibility of the wider student executive and student body. The responsibility of the Committee shall be to review the data collected pre- and post-merger and to review the reflections given by every executive member on the representative structure. This Committee will then have a more technical role, analyzing the reflections of each cohort and summarizing them to create a single unified recommendation document.

#### **3. Objectives**

The Committee will achieve the following objectives:

- Review the current structure and governance model of Te Tira Ahu Pae guided by the feedback provided by the student executive and the student body.
- Identify key areas where structural improvements are needed.

- Ensure that the potential restructuring proposal enhances the representation of all student groups, including but not limited to underrepresented and marginalized communities.
- Propose a governance model that promotes transparency, accountability, and inclusiveness.
- Ensure compliance with any relevant legal and regulatory requirements.
- Ensure that all decisions are made for the good of the student body and student unionism, taking precautions to ensure decisions are made without conflict of interest.

#### 4. Scope of Work

The Committee will:

- Analyse the current constitution and policies of the students' association.
- Analyse any feedback on the representative structure provided by the student body, student representatives, and their respective cohorts.
- Explore various governance models from other universities or organizations for comparison and potential adaptation.
- Be entitled to seek legal expertise if a need for it can be sufficiently proven.
- Draft a proposal that outlines the new structure, governance model, and operational framework for the students' association.

The Committee will not:

- Review the operational branch of Te Tira Ahu Pae or make any recommendations that would threaten the employment status of any Te Tira Ahu Pae staff member. However, the Committee is entitled to review the roles of Kaihapai and Pasifika services staff, and of the role of representation manager.
- Seek to address or remedy any personal grievances or concerns raised against individuals in regard to the function of the representative structure.

#### 5. Membership

The Committee will be comprised of:

- **Chairperson:** A member of the Te Tira Ahu Pae Executive will be appointed as chair via a motion of the Board.
- **Campus Representatives:** There must be adequate representation from all four campuses on this Committee.
- **External Advisors:** Any external legal or governance experts, as necessary, to provide specialized advice.
- **Māori Representation:** One member of the Māori cohort will be offered a seat on the Committee.
- **Pasifika Representation:** One member of the Pasifika cohort will be offered a seat on the Committee.
- **General Representation:** One member of the General cohort will be offered a seat on the Committee.

- **Alliance Representatives:** One member from the alliance cohort shall be offered a seat on the Committee.

The decision as to who from each cohort shall sit on the committee shall be determined by the cohort itself.

The membership should aim to be as inclusive and diverse as possible to reflect the student body, however consideration should be taken to ensure the Committee does not consist of more members than necessary. Ideally the Committee will comprise 6 or less members. It is expected that the Committee members are committed to standing for re-election in 2025.

## 6. Roles and Responsibilities

- **Chairperson:** To lead the Committee, facilitate meetings, ensure adherence to the Terms of Reference, and manage the timely delivery of outcomes.
- **Committee Members:** To participate actively in discussions, provide input based on their expertise or representative role, and contribute to the drafting of the final proposal.
- **External Advisors:** To offer expert advice and ensure that the Committee's recommendations are feasible and legally sound.

## 7. Meetings

- The Committee will meet fortnightly, with additional meetings as required.
- A quorum will be 50% plus one of the members.
- Meeting agendas and materials will be distributed at least three working days prior to each meeting.
- Minutes will be recorded and shared with members within one week of the meeting.

## 8. Voting

- All decisions should be made via consensus, however if this cannot be reached, a vote shall be made with the casting vote reserved for the Chairperson in the event of a tie.

## 9. Consultation and Stakeholder Engagement

The Committee will engage in a thorough consultation process, which includes:

- A full review of the consultation data collected prior to and after the amalgamation.
- Actively reviewing and discussing the concerns raised by student representatives regarding the representative structure.
- Meeting with university administration and faculty to gather input on governance and operational considerations.
- Engaging with other student associations and relevant bodies to benchmark best practices.

## 10. Deliverables

The Committee will produce:

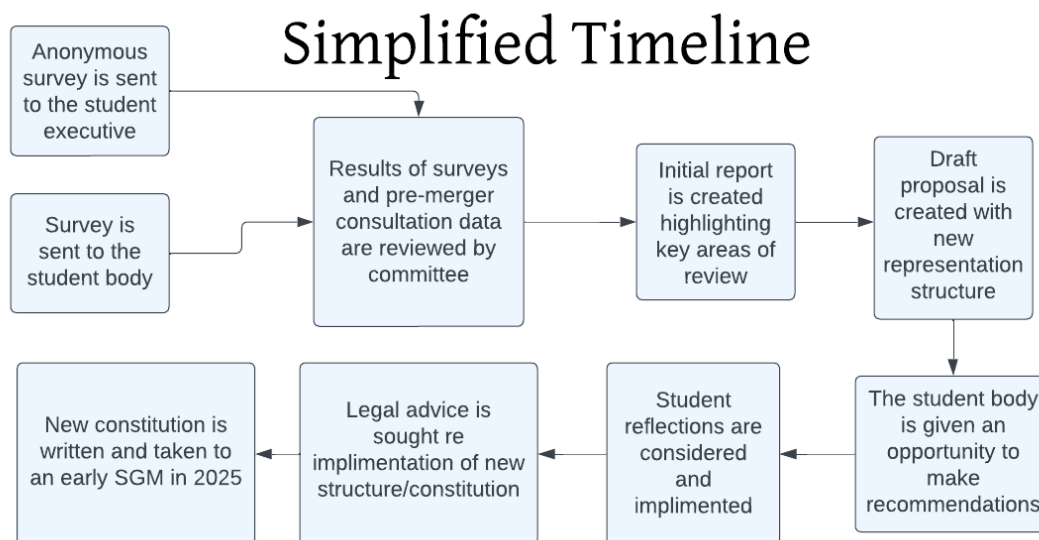
2. An initial report based upon the survey responses briefly outlining the key areas of the representative structure which must be reviewed.
3. A final proposal that includes:
  - A new governance structure and constitution.
  - Steps for transitioning to the new structure, including timelines and necessary resources.

## 11. Timeline

- Initial Report: Complete within one month of the first meeting.
- Draft Proposal: Completed within three months of the first meeting.
- Final Proposal: Completed before the start of March 2025.

## 12. Amendments to Terms of Reference

Any changes to these Terms of Reference must be approved by the Committee and ratified by the Te Tira Ahu Pae Board.





# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Review and Restructure Committee Proposal

#### Overview

In light of the challenges we have faced regarding the current structure of the Te Tira Ahu Pae, this proposal seeks the approval of the Board to establish a Review and Restructure Committee. This committee will be tasked with evaluating the representation and governance structure of our association, with the goal of developing a more efficient and inclusive model that better serves our student body. This proposal outlines the purpose, scope, and objectives of the committee, as well as the next steps required to establish it.

#### Membership

I understand this may be the most contentious issue in our plan to move forward, the subject of who gets to sit on the committee. I am very wary that if we are to allow an excess of 6 members on the committee, any meetings will not be productive due to the number of people present. I also strongly believe that every single student representative should have their opinion heard and adequately considered throughout this process. To balance these, I would like to suggest that membership stays limited to 6 or less people, and that the committee is not tasked with coming up with new ideas, it is established in an administrative capacity to reflect upon and gather consultation from the executive. The committee will then create a report outlining all the consultation received, and their recommendations. This ensures that a student who is not sat on the committee is still able to actively engage in the review and restructure process and have their opinions and reflections documented.

I will reiterate that the committee will have a lot of feedback and data to review. We should be encouraging student representatives who are comfortable with devoting time to this task. The membership outlined in the terms of reference allows for a variety of stakeholders to be included, but I do sincerely believe that students who are not willing to complete administrative work should not put their hand up. All representatives' feedback will be considered regardless of whether they sit on the committee.

#### Consultation

A survey will be sent out to the student body regarding this potential restructure. An anonymous survey will be created to ensure all representative feedback is heard, but I would also encourage that each cohort creates written feedback as well. The committee will be tasked with reviewing this and also the entirety of the pre- and post-amalgamation consultation data as well.



**Remuneration**

Every student who is appointed to the committee should be given a 10 hour-per-week contract. Because their only job will be to sit on and contribute to this committee, a 6-member committee will have 60 hours of weekly paid labour. I believe this is more than enough hours to support the work that needs to be done.

**Motion to be voted on**

*That the Board approve the establishment of the Review and Restructure Committee, as outlined in the provided Terms of Reference.*