

The New Zealand Union of Students' Associations

Project Status Report – August 2017

Project: Sexual Violence Prevention on Tertiary Campuses (SVPTC)
Date of this report: 12 September 2017
Prepared by: ██████████ NZUSA
Version: V0.4
Date of previous report: 4 August 2017

| Shared with: | Title | Date |
|--------------|-----------------------------------|--------------|
| ██████████ | ██████████ | 12 Sept 2017 |
| Jonathan Gee | National President, NZUSA | 12 Sept 2017 |
| ██████████ | Injury Prevention Specialist, ACC | 12 Sept 2017 |

1. Status Overview

The initial establishment of the SVPTC project continues including an action plan draft and development of project controls. The following information provides more detail across the current activities:

Roadshows

The purpose of the roadshows/workshops is to build support for the project given the findings from the *'In Our Own Words'* survey. Up to fifteen roadshow events are planned within the main centres including 8 universities and 12 Institutes of Technology and Polytechnics (ITPs)). This is an opportunity to also invite external partners within these communities along with key campus staff and students.

So far, 3 roadshows are booked:

1. Lincoln University on 22 September, 12:30pm -2:30pm, Lecture Theaters (s2)
2. University of Canterbury on 28 September, 1:30pm 3:30pm, Undercroft 101
3. Auckland University on 3 October, 12noon to 2pm, SJS Room, UoA Quad

Recruitment – Project Team

3 of the 4 staff members are on board (Project Manager and 2 Research/Trainers). We are expecting the remaining team member to start by mid/end October.

Independent Consultant Recommendations

The NZUSA Executive Board will consider the available independent review that includes the proposed approach to the project structure and team member responsibilities.

Steering Committee

Most of the steering committee members have been identified with the initial meeting booked for Friday 20 October. It has been agreed that ██████████ or the ACC Injury Prevention – Violence administrator will be the secretariat. After the initial meeting, the committee may decide to invite other individuals to represent the identified missing groups.

Field Officers

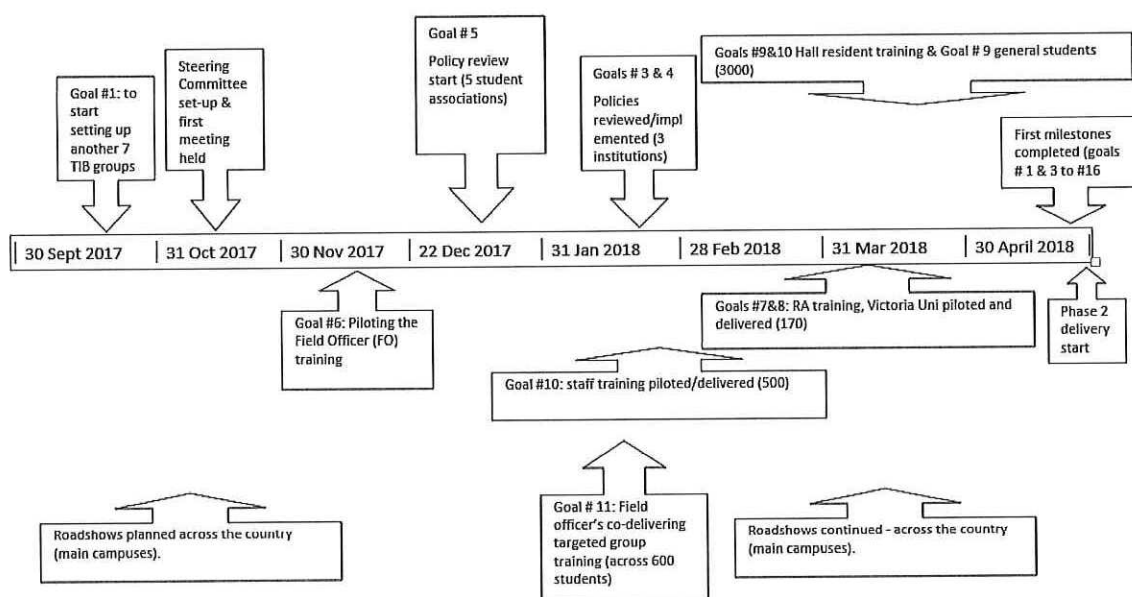
13 Field Officers (FO's) are expected to be involved on the project for 1 day a week from October 2017 in the project momentum build up for the 2018 academic year. They are based across the following main centres:

- 2 in Auckland
- 1 in Hamilton
- 1 in Palmerston North
- 2 in Wellington
- 3 in Christchurch
- 4 in Dunedin.

A 2-day residential training is penciled in for 28 and 29 November in Wellington that will include:

- An introduction to NZUSA (culture and background)
- Required technical and research skills
- Facilitation best practice and engagement practice
- Specific sexual violence prevention including best practice education on handling disclosures, consent, bystander intervention and keeping safe.

Suggested Timeline / Phase 1: to 30 April 2018



2. Assumptions

With the design of the different training programmes, NZUSA assumes that ACC wish to be kept informed about the development, rather than being consulted.

The intention of the education deliverables listed within the *Schedule 3 Deliverables* does not necessarily involve NZUSA delivering all of the training across the 4 different groups (staff, resident assistants, residents in halls and students - targeted and general). Rather, NZUSA will work with sector experts to develop a best practice training programme for residential assistants, and work with hall managers and those at institutions with responsibility for oversight over halls, including where the halls are not run by the institutions themselves, to see the training programme implemented. The training would largely be delivered through existing channels, and be supported by the halls independently of the NZUSA/TIB project. It is intended that NZUSA will be involved in the training of the Field Officers as well as the Thursdays in Black (TIB) targeted student volunteer induction.

The project team includes 4 people (project manager and 3 researchers/trainers). It is envisioned that each of the 3 researchers/trainers will focus within each of the following specialties, including some overlaps including: communications, campaign coordination; and policy/research and evaluation.

3. Issues / Gaps

| Concern | Detail | Solution |
|--|--|---|
| Project start /momentum verses the availability of tertiary students | The academic year finishes mid-November with a summer break until end February | We understand that most of the students aren't on campus from November to February. The project team plan to focus on the: roadshows, best practice policy design and the development/enhancement of the educational training material |
| Health & Safety | Many first year students are aged under 18 years | NZUSA project team: to consider workplace safety requirements under the Vulnerable Children Act 2014. The Employee Assistance Programme (EAP) support is also a consideration. Field Officers: support from the available campus counselling service |

4. Successes

- To date, 3000 people have been engaged in social media. This has exceeded the targeted expectations outlined in the deliverables, due 30 April 2018:

| Reach - Social Media | Number |
|---|--------|
| Facebook - Different people engaged (in one week) | 743 |
| Facebook – Likes (total page) | 1,705 |
| Video views (news article dated 24 August 2017 across different websites) | 15,146 |
| Website: www.thursdaysinblack.org.nz | tba |




| Reach - other channels | Number |
|------------------------|--------|
| SVP project launch | 85 |

- 8 TIB groups have already been operating within the following campuses:
 - Auckland University
 - Lincoln University (staff)
 - Massey University Palmerston North
 - Otago University
 - Victoria University
 - Auckland University of Technology
 - Massey University Wellington (staff)
 - University of Canterbury

5. Recommendations

- That the project manager and team approach the Sexual Abuse Prevention Network (SAPN) and other regionally based community based prevention organisations to discuss the opportunity to co-develop/facilitate the delivery of training programmes (along with their Subject Matter Experts and the NZUSA Field Officers).
- That the best practice training programmes are also co-designed or reviewed by a Learning and Development specialist.

* Status Overview Key:

| | |
|---|------------|
|  | Controlled |
|  | Caution |
|  | Critical |

Deliverables Key:

| | |
|---|----------------------|
|  | Deliverable achieved |
|  | Tracking to plan |
|  | Requires attention |

6. Deliverable Progress and Invoicing

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|------------------------|--|----------------------|--------------|--------------------|---|--|---------------------------|---------------------|------------------|
| | Infrastructure funding | Wages to support development of deliverables; recruitment and establishment costs; roadshow and associated costs; deliverables relating to reporting structure, monthly and quarterly reporting templates in line with detailed breakdown in Appendix B. | By the due date | 30 June 2017 | \$150,000 | Breakdown of funding referenced in Appendix B | The recruitment is finished. The office establishment costs including the outfitting, IT and furniture is also complete. The Roadshows are underway. The reporting structure report is complete and the monthly reporting template has been agreed. The Steering Committee members have been identified. 13 Field Officers are in place and the development of the Field Officer training has started. | Ongoing | n/a | \$150,000 |
| 1. | Draft Monthly Report | Develop monthly reporting format to capture: action plan progress (including tracking of target programme reach numbers contained within this Schedule 3) issues, successes and gaps to inform changes and improvements. | By the due date | 15 July 2017 | NA | | Complete | n/a | n/a | n/a |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|---|--|-----------------------------|---|--------------------|--|--|---|---|------------------|
| 2. | Monthly Report | Submit monthly report to ACC on the previous quarters – to be submitted with monthly invoicing and to reference specific deliverables to progress towards deliverables in that month | By the due date 98% of time | 5 Business Days after the end of the month. | \$20,000/month | Beginning 31 July 2017 up to the value of \$680,000 | n/a | \$20,000 | | \$40,000.00 |
| 3. | Quarterly Review | Steering Committee to meet quarterly with ACC to discuss Monthly Report, achievement of objectives and progress with action plan | 100% attendance at meetings | TBC | \$5,000/meeting | For 10 meetings up to the value of \$50,000 | The first meeting is planned for 20 October 2017 | | | \$0 |
| 4. | Annual Thursdays in Black Students' Campaign and Survey | 15 Groups operating, 3000 engaged in social media | By the due date | 30 April 2018 | \$13,000 | Pro-rata per group over 10 months (first year) and 12 months (second and third year) | | 8/15 groups operating As of 5/9/17 Page likes: 1,705 Video - launch news article: 15,146 | 8/15 groups operating As of 5/9/17 Total page likes (to date): 1,705 Video - launch news article: 15,146 | \$6,933.33 |
| 5. | | 20 Groups operating, 5000 engaged in social media | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 6. | | 25 Groups operating, 7500 engaged in social media | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|--|----------------------|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 7. | Review, and implementation of policies around sexual harassment and sexual violence prevention, reporting and support for students of tertiary education institutions | Three institutions and approx. 15,000 students of tertiary education institutions | By the due date | 30 April 2018 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 months (second and third year) | 3 TEI's have confirmed the roadshows (as a channel to build support for the next stage) | | | \$0.0 |
| 8. | | Nine institutions and approx. 100,000 students of tertiary education institutions | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 9. | | Nine institutions and approx. 80,000 students of tertiary education institutions | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 10. | Review, and implementation of policies around sexual harassment and sexual violence prevention, reporting and support for all New Zealand students' Associations | Five association's policies around sexual harassment and sexual violence prevention, reporting and support for all New Zealand students' associations. | By the due date | 30 April 2018 | \$13,000 | Pro-rata per policy over 10 months (first year) and 12 months (second and third year) | Using the roadshows to build support for the next stage | | | \$0.0 |
| 11. | | Eight association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|--|---|---------------|--------------------|--|--|---------------------------|---------------------|------------------|
| 12. | | Eight association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 13. | Design of Training | In consultation with ACC, design a training programme for residential assistants, residents in halls, student-facing staff in institutions, students, and identified groups of students. | By the due date | 31 March 2019 | \$80,000 | Pro-rata as required in discussion with ACC | Initial discussions with community agencies started. | | | \$0.0 |
| 14. | Residential Assistants are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | At least 170 Residential Assistants, across a minimum of 10 halls of residence. | Delivery to 98% of tertiary by the due date. | 30 April 2018 | \$13,000 | | To start – dependent on #13 | | | \$0.0 |
| 15. | | At least 340 Residential Assistants, across a minimum of 20 halls of residence. | 90% of RA's rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months (second and third year) | | | | |
| 16. | | At least 640 Residential Assistants, across a minimum of 40 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|---|---|---------------|--------------------|--|-----------------------------|---------------------------|---------------------|------------------|
| 17. | Residents in Halls are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | At least 2,000 Residents in Halls, across a minimum of five halls of residence. | Delivery to 98% of tertiaries by the due date. | 30 April 2018 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months (second and third year) | To start – dependent on #13 | | | \$0.0 |
| 18. | | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | 90% of residents rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 19. | | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 20. | Students in general are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | 3,000 Students, across a minimum of 10 institutions | Delivery to 98% of tertiaries by the due date. | 30 April 2018 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 months (second and third year) | To start – dependent on #13 | | | \$0.0 |
| 21. | | 6,000 Students, across a minimum of 20 institutions | 90% of participants rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 22. | | 6,000 Students, across a minimum of 20 institutions | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|---|----------------------|---------------|--------------------|--|--|---------------------------|---------------------|------------------|
| 23. | Staff are educated about issues relating to consent and relationships. | 500 Staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per staff over 10 months (first year) and 12 months (second and third year) | Intending to start building support from the roadshows | | | \$0.0 |
| 24. | | 750 Staff | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 25. | | 750 Staff | By the due date | 30 April 2020 | \$13,000 | | | | | |
| 26. | Targeted group training sessions, with individual students, will occur for particular groups of students who could benefit from support to keep the activities and events they have responsibility for, free from sexual harassment and sexual violence | 6 groups per field officer (600 individual students) | By the due date | 30 April 2018 | \$13,000 | Pro-rata per group over 10 months (first year) and 12 months (second and third year) | Tentative 2 day FO training on 29 and 30 November | | | \$0.0 |
| 27. | | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2019 | \$13,000 | | | | | |
| 28. | | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|----------------------|---------------|--------------------|---|--|---------------------------|---------------------|------------------|
| 29. | Sexual violence prevention education programme | Engaged with 5,000 students and 500 staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per students and staff over 10 months (first year) and 12 months (second and third year) | To update including existing TIB work from start of contract | | | \$0.0 |
| 30. | | Engaged with 7,500 students and 750 staff | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 31. | | Engaged with 10,000 students and 1000 staff | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 32. | Final Report | Conduct a full review and evaluation of the process and impact of the project | By the due date | 30 June 2020 | \$49,950 | | | | | \$0.0 |

The New Zealand Union of Students' Associations

Project Status Report – for September 2017

Project: Sexual Violence Prevention on Tertiary Campuses (SVPTC)
Date of this report: 5 October 2017
Prepared by: ██████████ NZUSA
Version: V0.1
Date of previous report: 7 September 2017

| Shared with: | Title | Date |
|--------------|-----------------------------------|------------|
| ██████████ | ████████████████████ | 5 Oct 2017 |
| Jonathan Gee | National President, NZUSA | 5 Oct 2017 |
| ██████████ | Injury Prevention Specialist, ACC | 5 Oct 2017 |

1. Status Overview *

The project continues within the initial startup phase including assembling the project initiation documentation. The current focus also includes networking and relationship building with key tertiary based staff and potential prevention education providers.

The current focus includes the following activities:

Roadshows

The feedback from the initial roadshow events has been very positive.

So far, over 80% who have attended said that they found that the information gained 'definitely' met their expectations. And 76% said that the workshop content was 'definitely' or 'mostly helpful' in promoting meaningful discussion about policy.

This feedback helps to confirm that we are on the right track in building support for this prevention initiative. On average, about 25 interested staff and students have attended each event.

| No. | Campus | Event date / details | Status |
|-----|-----------------------------------|---|-------------------|
| 1 | Lincoln University | 22 September | complete |
| 2 | University of Canterbury | 28 September | complete |
| 3 | Auckland University | 3 October | complete |
| 4 | Auckland University of Technology | 10am – 12noon, WC202 (AuSM Student Lounge), City Campus | booking confirmed |
| 5 | Massey Palmerston North | 16 November | tentative |

TIB Groups – deliverable no. # 4

We are also starting to engage with different TEI's to increase the number of groups:

| No. | Campus | Status |
|-----|--|-------------------------------|
| 1 | Auckland University | active |
| 2 | Lincoln University | active |
| 3 | Massey University Palmerston North | active |
| 4 | Auckland University of Technology | active |
| 5 | Massey University Wellington | active |
| 6 | Otago University | active |
| 7 | Victoria University | active |
| 8 | University of Canterbury | active |
| 9 | Ara Institute of Canterbury | verbal expression of interest |
| 10 | Massey Albany | planning to approach |
| 11 | UCOL | planning to approach |
| 12 | Waiariki Institute of Technology | planning to approach |
| 13 | Wellington Institute of Technology (Weltec) | planning to approach |
| 14 | Whitirea Community Polytechnic | planning to approach |
| 15 | Eastern Institute of Technology EIT – Gisborne | planning to approach |

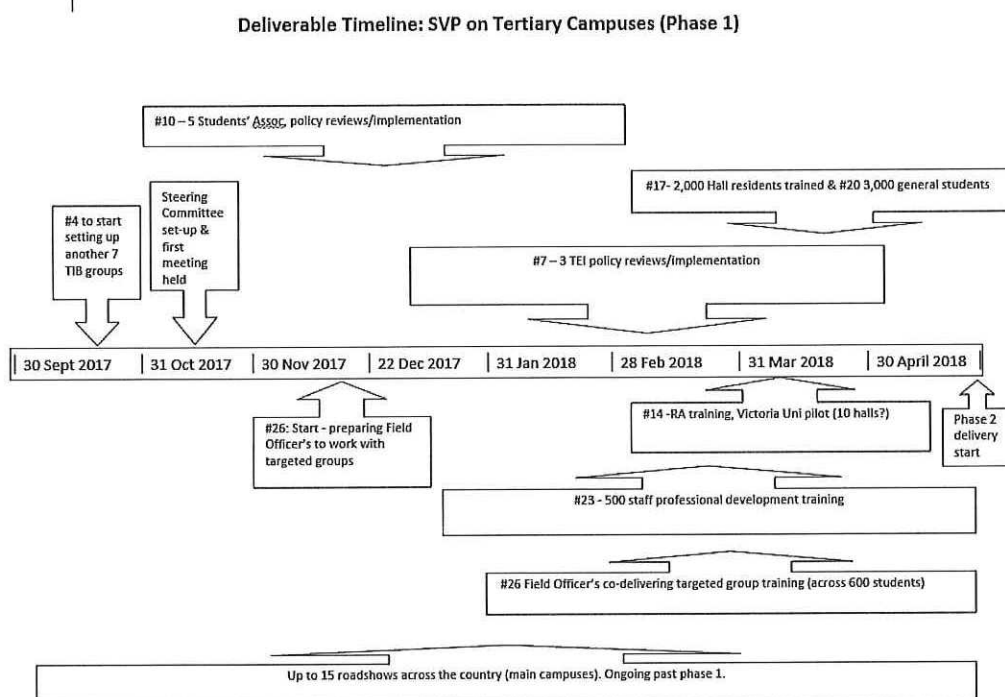
Policy update - deliverable no.s # 7 & 10

We're in the process of drafting a 'good practice' policy to share with the TEI's.

The following Students' Associations have agreed to the first step (review) of their policies (recorded in the Board minutes from Sept 2017):

| No. | Students' Association | Campus |
|-----|-----------------------|------------------------------------|
| 1 | VUWSA | Victoria University |
| 2 | LUSA | Lincoln University |
| 3 | MUSA | Massey University Palmerston North |
| 4 | OUSA | Otago University |
| 5 | Student Pulse | Waiariki Institute of Technology |

Suggested Timeline / Phase 1: to 30 April 2018



2. Assumptions

a) Health & Safety considerations for Field Officers (FO's)

The assumption is that the FO's will have access to counselling support available with their affiliated campus. They will also be working closely with one of the NZUSA Research/Trainers. The FO's will also need the workforce safety check/pass before working directly with students who may be aged 18 years or under.

b) Health & Safety considerations for the 3 Research/Trainer roles

It is assumed that up to 6 clinical/counsellor supervision sessions per year per individual be sufficient support. These would be opt-out with additional sessions made available if requested. They would also require workforce safety check/pass given work with students aged 18 years or under.

c) Deliverable #13: Design of Training – different options

That options will need to be considered for the design and development of training. From the initial contact with prevention agencies (who could potentially be involved in delivering training and who are already delivering prevention education programmes), we're finding that these agencies already own the intellectual property rights of their respective training material. These conversations also suggest that they're already tailoring and improving their existing training to meet the needs of their audiences and communities.

It is also assumed that the available funding for the design and development of training material reflects the potential to provide enhancements to the existing training programmes across the 5 different audiences: RA's, hall residents, student facing staff, general students and identified groups of students. This may help close any resource gaps while modelling good practice.

Another assumption is that some parts of New Zealand do not necessarily have existing providers who could potentially be involved training delivery.

d). As an NGO, NZUSA assumes that government procurement guidelines are not applicable where NZUSA will be in linking recommended training agencies with the institutions.

3. Issues / Gaps

| Concern | Detail | Solution |
|--|--|--|
| Training: many of the existing agencies involved in SVP training already have their own intellectual property and are modifying this material to suit different audiences | How can NZUSA access the existing material to enhance existing material and promote good practice for a good to excellent evaluation result? | That NZUSA consider a Memorandum of Understanding (MoU) or similar agreement with training agencies to: <ul style="list-style-type: none"> clearly outline NZUSA's value by being the influencing 'glue' that links and endorses agencies to key TEI contacts consider the co-facilitation options with NZUSA's FO's help manage the relationship expectations and training quality controls between provider's and TEI's. <p>The MoU wouldn't include geographical limits where the TEI's aren't necessarily limited to working with a locally based agency (who may not have capacity).</p> |
| Training: Not all locations with TEI's will have access to existing agencies who're already involved in training and have existing prevention training materials (e.g. Christchurch) | There is potential to 'partner' with interested organisations who want to develop appropriate training materials and develop a SV educator workforce | The MoU would enable NZUSA to access existing training material resources so that these resources could be collated, enhanced, updated and shared between agencies. |
| Training evaluations and reach count | How can NZUSA capture the reach numbers of the different trained audiences? | That NZUSA consider using a survey tool like Qualtrics – that will capture the quality of the training across the country while also being used to count reach numbers. |

4. Successes

Social Media

The interest in the 'In Our Words' survey continues momentum where the views from the news article video has doubled since the previous month (now totaling 29,598 views since the launch).

Community agency engagement

From the initial discussions with potential organisations who are already involved in sexual violence prevention education, we are hearing positive interest from these different agencies to be involved given their existing workforce.




Recruitment – Project Team

The remaining Research/Trainer starts on 30 October.

Steering Committee

The committee members have been approached and have confirmed availability for the initial meeting from 10am on Friday 20 October at the Justice Centre in Aitken Street. NZUSA's project manager and executive director have also been invited to attend the first meeting. We are still waiting for a potential representative from the Polytechnics.

* Status Overview Key:

| | |
|---|------------|
|  | Controlled |
|  | Caution |
|  | Critical |

Deliverables Key:

| | |
|---|----------------------|
|  | Deliverable achieved |
|  | Tracking to plan |
|  | Requires attention |

6. Deliverable Progress and Invoicing

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|------------------------|--|----------------------|--------------|--------------------|---|--|---------------------------|---------------------|------------------|
| | Infrastructure funding | Wages to support development of deliverables; recruitment and establishment costs; roadshow and associated costs; deliverables relating to reporting structure, monthly and quarterly reporting templates in line with detailed breakdown in Appendix B. | By the due date | 30 June 2017 | \$150,000 | Breakdown of funding referenced in Appendix B | No additional changes from the last report – the roadshows continue to be booked | Ongoing | n/a | \$150,000 |
| 1. | Draft Monthly Report | Develop monthly reporting format to capture: action plan progress (including tracking of target programme reach numbers contained within this Schedule 3) issues, successes and gaps to inform changes and improvements. | By the due date | 15 July 2017 | NA | | Complete | n/a | n/a | n/a |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|---|--|-----------------------------|---|--------------------|--|--|---|---------------------|------------------|
| 2. | Monthly Report | Submit monthly report to ACC on the previous quarters – to be submitted with monthly invoicing and to reference specific deliverables to progress towards deliverables in that month | By the due date 98% of time | 5 Business Days after the end of the month. | \$20,000/month | Beginning 31 July 2017 up to the value of \$680,000 | n/a | \$20,000 | 3 reports | \$60,000.00 |
| 3. | Quarterly Review | Steering Committee to meet quarterly with ACC to discuss Monthly Report, achievement of objectives and progress with action plan | 100% attendance at meetings | TBC | \$5,000/meeting | For 10 meetings up to the value of \$50,000 | The first meeting booked for 20 October 2017 | none | none | \$0 |
| 4. | Annual Thursdays in Black Students' Campaign and Survey | 15 Groups operating, 3000 engaged in social media | By the due date | 30 April 2018 | \$13,000 | Pro-rata per group over 10 months (first year) and 12 months (second and third year) | Further interest for 1 new TIB group so far (ARA) A focus on building further interest for the next stage while networking at the roadshows | 8/15 groups operating 4/10/17 Facebook 1. total stats: Page likes: 1,719 2. Video - launch news article: 29,598 (doubled from last month) | 8 groups | \$6,933.33 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|---|----------------------|---------------|--------------------|--|--|---|---------------------|------------------|
| 5. | | 20 Groups operating, 5000 engaged in social media | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 6. | | 25 Groups operating, 7500 engaged in social media | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 7. | Review, and implementation of policies around sexual harassment and sexual violence prevention, reporting and support for students of tertiary education institutions | Three institutions and approx. 15,000 students of tertiary education institutions | By the due date | 30 April 2018 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 months (second and third year) | 3 roadshows held to help generate interest. 1 verbal expression of interest. A videoconference is booked on 16/10 with the University primary contacts | | | \$0.0 |
| 8. | | Nine institutions and approx. 100,000 students of tertiary education institutions | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 9. | | Nine institutions and approx. 80,000 students of tertiary education institutions | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 10. | Review, and implementation of policies around sexual harassment and sexual violence prevention, | Five association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2018 | \$13,000 | Pro-rata per policy over 10 months (first year) and 12 months (second and third year) | Written interest to start from 5 of the 2018 incoming presidents | Step 1 (agreement) of 3 steps across 5 Student Associations \$4333.35 | | \$4,333.35 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|--|--|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 11. | reporting and support for all New Zealand students' Associations | Eight association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 12. | | Eight association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 13. | Design of Training | In consultation with ACC, design a training programme for residential assistants, residents in halls, student-facing staff in institutions, students, and identified groups of students. | By the due date | 31 March 2019 | \$80,000 | Pro-rata as required in discussion with ACC | Initial discussions with different community agencies continues. The availability of existing and effective prevention material is evident and is currently being tailored to different audiences | | | \$0.0 |
| 14. | Residential Assistants are educated in the areas of consent; | At least 170 Residential Assistants, across a minimum of 10 halls of residence. | Delivery to 98% of tertiary by the due date. | 30 April 2018 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months | To start, building from the policy enhancements. May not be dependent on #13 | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|--|---------------|--------------------|--|--|---------------------------|---------------------|------------------|
| 15. | bystander intervention, and keeping residents safe from sexual assault and harassment | At least 340 Residential Assistants, across a minimum of 20 halls of residence. | 90% of RA's rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | (second and third year) | | | | \$0.0 |
| 16. | | At least 640 Residential Assistants, across a minimum of 40 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 17. | Residents in Halls are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | At least 2,000 Residents in Halls, across a minimum of five halls of residence. | Delivery to 98% of tertiary by the due date. | 30 April 2018 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months (second and third year) | To start, building from the policy enhancements. May not be dependent on #13 | | | \$0.0 |
| 18. | | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | 90% of residents rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 19. | | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 20. | Students in general are educated in the areas of consent, | 3,000 Students, across a minimum of 10 institutions | Delivery to 98% of tertiary by the due date. | 30 April 2018 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 | To start, building from the policy enhancements. May not be dependent on #13 | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|---|--|---------------|--------------------|--|--|---------------------------|---------------------|------------------|
| 21. | bystander intervention, and keeping residents safe from sexual assault and harassment | 6,000 Students, across a minimum of 20 institutions | 90% of participants rating training as 'good' to 'excellent'. Delivered in accordance with H&S Act & good practice. | 30 April 2019 | \$13,000 | months (second and third year) | | | | \$0.0 |
| 22. | | 6,000 Students, across a minimum of 20 institutions | | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 23. | Staff are educated about issues relating to consent and relationships | 500 Staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per staff over 10 months (first year) and 12 months (second and third year) | From the roadshows and relationship building, we are now aware of existing professional development material with the potential to enhance with good practice material | | | \$0.0 |
| 24. | | 750 Staff | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 25. | | 750 Staff | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 26. | Targeted group training sessions, with individual students, will occur for | 6 groups per field officer (600 individual students) | By the due date | 30 April 2018 | \$13,000 | Pro-rata per group over 10 months (first year) and 12 months (second and third year) | Tentative 2 day FO training on 28 and 29 November | | | \$0.0 |
| 27. | | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|----------------------|---------------|--------------------|---|--|---------------------------|---------------------|------------------|
| 28. | particular groups of students who could benefit from support to keep the activities and events they have responsibility for, free from sexual harassment and sexual violence | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 29. | Sexual violence prevention education programme | Engaged with 5,000 students and 500 staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per students and staff over 10 months (first year) and 12 months (second and third year) | To update including existing TIB work from start of contract | | | \$0.0 |
| 30. | | Engaged with 7,500 students and 750 staff | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 31. | | Engaged with 10,000 students and 1000 staff | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 32. | Final Report | Conduct a full review and evaluation of the process and impact of the project | By the due date | 30 June 2020 | \$49,950 | | | | | \$0.0 |

The New Zealand Union of Students' Associations

Monthly Project Status Report, October 2017

Project: Sexual Violence Prevention on Tertiary Campuses (SVPTC)
 Date of this report: 7 November 2017
 Prepared by: ██████████ NZUSA
 Version: V0.1
 Date of previous report: 5 October 2017

| Shared with: | Title | Date |
|--------------|--|------------|
| ██████████ | ████████████████████ | 7 Nov 2017 |
| Jonathan Gee | National President (Project Sponsor), NZUSA | 7 Nov 2017 |
| ██████████ | Injury Prevention Specialist, ACC | 7 Nov 2017 |

1. Status Overview *

The status of the overall project remains green/controlled within the initiation phase while continuing to make steady progress against the high-level plan and the agreed deliverables. The subsequent funding including the infrastructure set up is sufficient in meeting the forecasted project resourcing, training and delivery expenditure.

The initial Steering Committee quarterly review took place on 20 October with positive feedback on the project's momentum.

There will be a full project team for two weeks, before a research/trainer leaves NZUSA on 16 November. The fourteen Field Officers (FOs) started on 24 October. One of the FOs will take a nationwide Pacifica focus. The FOs will be clustered into regional groups while expecting to work on the project for one day a week within their locally based TEIs. They're currently involved in sexual violence prevention (SVP) training.

Four roadshows within the Tertiary Education Institutions (TEI's) have taken place and another three booked in November. The roadshows will then continue from the start of the 2018 academic year to enable student collaboration. The project team continue to introduce the project to the Student Associations (SA) or Councils while also building project interest and relationships with community based SVP agencies.

Out of the potential twenty-nine TEIs or SAs nationwide, the team are already working with (or starting to work with) over 40 percent in relation to the first four project deliverables (#4, #7, #10 and #14). A more detailed *SVPTC Activity* overview for each TEI is included at the end of this status report and before the contract agreement's *Deliverable Progress and Invoicing* table update.

2. Highlighted Issues / Gaps

| Concern | Detail | Solution |
|--|--|--|
| Project team resourcing | Out of a team of 4, 1 team member has just started and an existing team member finishes up mid-November. | It is acknowledged that it will take time for new project team members to be up to speed while the handover process is underway. |
| A change to the leadership of a Thursdays in Black (TIB) group | NZUSA are aware of a concern between a student association and a group of students. | The student association shared their decision to work with a group of students to set up a new independent student lead TIB group at their campus. The student association will confirm the details with NZUSA. The student association have also requested that they continue to be kept in the loop with NZUSA TIB related communications. |

3. Risk Management

| Ref | If, then ... | Heatmap: Impact/ Probability | Mitigation |
|-----|---|------------------------------|---|
| 1 | If limited minority groups are represented at Steering Committee level, then this would be a missed opportunity for fair representation of known high-risk groups such as cultural or Maori representation. | Medium (moderate/moderate) | The Steering Committee are currently identifying gaps in the committee to enable fair and reasonable representation. |
| 2 | If the Field Officers aren't fully or adequately trained in Sexual Violence Prevention then the educational message to students and staff may be more harmful and not meet the project outcome of reducing sexual violence. | Medium (high/moderate) | The Field Officers will have at least 50 hours of sexual violence prevention related training by the December 2017. |
| 3 | If key stakeholder influencers discredit the student survey findings then the project may not progress and be compromised. | Medium (moderate/moderate) | The findings from the 1400 student voices collated within the 'In our own words' survey cannot be ignored. The roadshows are an opportunity to better communicate/understand the findings along with the opportunity to share the research methodology. |
| 4 | If the quality of the Sexual Violence Prevention educational training programmes do not meet good or excellent feedback in attitude and behavioral change then the project outcome will not be achieved and discredited. | Medium (moderate/unlikely) | It is envisioned that different, local sexual prevention agencies will also be involved in training delivery. This will share quality assurance risk across New Zealand. For delivery consistency, the project team also plan to evaluate the training with the same survey questionnaire nationwide. There will also be the opportunity to fill the learning gaps by developing and sharing relevant training resources. |

| | | | |
|----|--|----------------------------|---|
| 5 | If the NZUSA member associations do not engage in the delivery process then the interventions may not meet the needs of the local campuses. | Low (minor/unlikely) | Half of the NZUSA members have already agreed to be involved in the policy enhancement pilot process. |
| 6 | If the Sexual Violence Prevention (SVP) agencies aren't involved in the design and delivery of the educational programmes then they may negate the project. | Moderate (medium/unlikely) | Active engagement with the known SVP agencies are underway. |
| 7 | If the NZUSA lack capacity and capability to deliver the workplan then the project outcome will lose effectiveness and integrity and the reach targets and project outcomes will not be achieved. | High (extreme/moderate) | The NZUSA are guided by both an independent report on the project resourcing and the recommendations provided by the steering committee. |
| 8 | If the Tertiary Education Institutions (TEIs) do not engage with the Student Associations (SA's) then the success of the TEIs championing zero tolerance in sexual violence within student communities will be compromised. | Medium (moderate/moderate) | NZUSA are encouraging TEI management and SA's to engage at the initiation stage. We are already seeing both interested staff and students sharing ideas at the roadshow policy workshops. |
| 9 | If the Sexual Violence Prevention Advisory Board (part of ACC's across govt prevention coordination role) do not support the project along with the funding then this could result in delays or termination of the project. | Medium (moderate/moderate) | ACC are the nominated coordinators of SVP across Government and the ACC board have already pre-approved and agreed to the project. |
| 10 | If the NZUSA Executive Board or steering committee members are not engaged or effective then the project will lose clear direction and be compromised. | Low (minor/unlikely) | The Executive are being actively engaged, communicated with and represented. The newly elected incoming Presidents for 2018 will also be inducted. |
| 11 | If key project resources leave the project then institutional knowledge and existing relationships will be lost for a period. | Low (minor/unlikely) | The project responsibilities are being shared across the team with regular work in progress meetings and shared documentation including management of stakeholder relationships. |
| 12 | If anyone directly involved in the project including Field Officers, trainers, TIB champions etc. are convicted of sexual violence/harmful behavior then the project could be discredited/considered unsafe and be discontinued. | Medium (moderate/moderate) | It is a requirement that all personal involved will be Police checked/vetted/cleared under the Vulnerable Children's Act 2014. |
| 13 | If the project deliverables aren't meet within reasonable timeframes then the project could finish before the contracted agreement. | Low (minor/unlikely) | Project success is being closely and regularly monitored and reported with key stakeholders against the agreed deliverables. This will enable changes to be made in meeting milestones. |
| 14 | If the roadshows are considered a waste of time and don't create interest then it will impact on the interest and momentum of the project. | Low (minor/unlikely) | The feedback from the roadshows continue to be monitored with positive feedback that confirms the meeting of the roadshow outcomes. |

4. Highlighted Project Successes

These include the following recent achievements against the following deliverables:

#4: New Thursdays in Black groups - Two new Thursdays in Black groups have been confirmed with both Ara Institute of Canterbury and Whitireia New Zealand.

14: Residential Assistant Training – The Sexual Abuse Prevention Network (SAPN) are planning to provide RA training late Feb 2018 across eleven of the University of Victoria halls.




23: Staff Professional Development - It is evident that the roadshows are generating interest in SVP at TEI level given the roadshows discussions.

Legends:




Risk Heatmap

| | | Impact | | | | |
|-------------|-------------|---------|--------|----------|--------|---------|
| | | Trivial | Minor | Moderate | Major | Extreme |
| Probability | Rare | Low | Low | Low | Medium | Medium |
| | Unlikely | Low | Low | Medium | Medium | Medium |
| | Moderate | Low | Medium | Medium | Medium | High |
| | Likely | Medium | Medium | Medium | High | High |
| | Very likely | Medium | Medium | High | High | High |

* Status Overview

| | |
|---|------------|
|  | Controlled |
|  | Caution |
|  | Critical |

Deliverables

| | |
|---|----------------------|
|  | Deliverable achieved |
|  | Tracking to plan |
|  | Requires attention |

5. SVPTC Project Activity Across the TEIs

| No. | Name of Tertiary Education Institution (TEI) | Location/s | Roadshow status (up to 15 planned) | Deliverable # 4 - 6, Thursdays in Black group (8 existing & 2 new groups) | # 7 - 9 TEI policy review process (3 by 30/4/18) | # 10 - 12 Student Association policy review process (5 by 30/4/18) | # 14 - 16 Residential Assistants trained | # 17 - 31: actions pending |
|-----|---|--|--------------------------------------|---|---|--|---|-------------------------------|
| 1 | NorthTec (Northland Polytechnic) | Main campuses and throughout the Northland and Auckland regions including Kaikohe, Kaitaia, Kerikeri, Rawene, Whangarei and off- campus | to consider in 2018 | an opportunity | | | | |
| 2 | The University of Auckland | Auckland | 1. Roadshow held on 3/10/2017 | 1. Existing group | | | | |
| 3 | Auckland University of Technology (AUT) | Auckland | 2. Roadshow held on 19/10/2017 | 2. Existing group | | | | |

| | | | | | | | |
|----|---|--|--|---|---|-------------------------------------|--|
| 4 | Massey University Auckland - Albany Campus | Auckland based campus | n/a | 11. 10/17: incoming president approached (plan to set up the start of semester 2018) | NOTE: 3 different SA groups and 1 central management office | | |
| 5 | Manukau Institute of Technology | Auckland | to consider in 2018/9 | an opportunity | | | |
| 6 | Unitec New Zealand | 2 campuses in Auckland | to consider in 2018/9 | an opportunity | | | |
| 7 | University of Waikato | Hamilton | to set up March/April 2018 | Planning to approach | | | |
| 8 | Waikato Institute of Technology (WITT) | Hamilton | To contact | an opportunity | | | |
| 9 | Western Institute of Technology at Taranaki | New Plymouth and Hawera | to consider 2018/9 | an opportunity | | | |
| 10 | UCOL (Universal College of Learning) | Campuses in Auckland, Palmerston North, Whanganui and Wairarapa | To contact when in Palmerston North - 16/11/17 | 11. Planning to approach | | | |
| 11 | Toi Ohomai Institute of Technology | Tauranga and Rotorua | Booked for 22 & 23/11/2017 | Meeting booked for 22/11/17 | 11/17 - meeting booked with the TEI (across 2 - 3 campuses) | 11/17 - agreed to 1st of 3 steps | 22/11: NZUSA booked to meet with the local SVP provider |

| | | | | | | | | |
|----|---|--|---|---|----------------------------------|--|--|---|
| 12 | Te Wananga o Aotearoa Awanuiarangi | Whakatane, Auckland and Northland campuses | To approach on either 22 and 23/11/2017 | an opportunity | | | | |
| 13 | Eastern Institute of Technology EIT | Hawkes' Bay and Gisborne | To contact in 2018 | planning to approach | | | | |
| 14 | Massey University Palmerston North | Palmerston North | Booked for 16/11/2017 | 3. Existing group | 11/17 - agreed to 1st of 3 steps | | | |
| 15 | Te Wananga o Raukawa | Otaki | Waiting for a contact to set up a meeting on 16/11/2017 | Planning to approach | | | | 6/11: SAPN planning to provide training late Feb 2018 across 11 halls |
| 16 | Victoria University of Wellington | Wellington | Booked for 14/11/2017 | 4. Existing group | 11/17 - agreed to 1st of 3 steps | | | |
| 17 | Massey University Wellington | Wellington | To arrange | 5. Existing group | | | | |
| 18 | Whitireia New Zealand | Porirua and Wellington central plus Auckland central | Meeting on 30/10/2017 and roadshow date pending | 10. a new group set up/confirmed 1/11/17 - training planned for Nov | | | | |
| 19 | Wellington Institute of Technology (Weltec) | Petone | To approach again (combined with Whitireia) | an opportunity - the TIB lead at Whitireia approaching | | | | |
| 20 | Nelson Marlborough | Nelson and Marlborough | To approach | an opportunity | | | | |

| | | | | | | | |
|----|-----------------------|----------------------------------|-----------------------|---------------------------------------|--|--|--|
| 28 | Te Wananga o Aotearoa | 80 locations throughout Aotearoa | to consider a meeting | an opportunity | | | |
| 29 | Open Polytechnic | Distance - national | n/a | n/a - to consider how this could work | | | |

6. Deliverable Progress and Associated with the Invoice Funding (as Itemised within the Contract Agreement)

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|---|------------------------|--|----------------------|--------------|--------------------|---|--|---------------------------|---------------------|------------------|
| | Infrastructure funding | Wages to support development of deliverables; recruitment and establishment costs; roadshow and associated costs; deliverables relating to reporting structure, monthly and quarterly reporting templates in line with detailed breakdown in Appendix B. | By the due date | 30 June 2017 | \$150,000 | Breakdown of funding referenced in Appendix B | No major change from the last report – the roadshows continue to be presented with the intention to book the remaining opportunities from the first semester 2018. | Ongoing | n/a | \$150,000 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|----------------------|--|-----------------------------|---|--------------------|---|----------|---------------------------|---------------------|------------------|
| 1. | Draft Monthly Report | Develop monthly reporting format to capture: action plan progress (including tracking of target programme reach numbers contained within this Schedule 3) issues, successes and gaps to inform changes and improvements. | By the due date | 15 July 2017 | NA | | Complete | n/a | n/a | n/a |
| 2. | Monthly Report | Submit monthly report to ACC on the previous quarters – to be submitted with monthly invoicing and to reference specific deliverables to progress towards deliverables in that month | By the due date 98% of time | 5 Business Days after the end of the month. | \$20,000/month | Beginning 31 July 2017 up to the value of \$680,000 | n/a | \$20,000 | 4 reports | \$80,000.00 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|--|--|-----------------------------|---------------|--------------------|--|---|--|---------------------|------------------|
| 3. | Quarterly Review | Steering Committee to meet quarterly with ACC to discuss Monthly Report, achievement of objectives and progress with action plan | 100% attendance at meetings | TBC | \$5,000/meeting | For 10 meetings, up to the value of \$50,000 | The first meeting completed 20 October 2017 and another review tentatively booked by the first week of February 2018 | \$5,000 | 1 meeting | \$5,000 |
| 4. | Annual Thursdays in Black Students Campaign and Survey | 15 Groups operating, 3000 engaged in social media | By the due date | 30 April 2018 | \$13,000 | Pro-rata per group over 10 months (first year) and 12 months (second and third year) | 2 new TIB groups agreed and being set up (ARA & Whitereia) A focus on building further interest for the next stage while networking at the roadshows | 10/15 groups operating 4/10/17 Facebook 1. total stats: Page likes: 1,719 2. Video - launch news article: 29,598 (doubled from last month) | \$1733.33 | \$8666.66 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|---|---|----------------------|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 5. | | 20 Groups operating, 5000 engaged in social media | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 6. | | 25 Groups operating, 7500 engaged in social media | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 7. | Review, and implementation of policies around sexual harassment and sexual violence prevention, reporting and support for students of | Three institutions and approx. 15,000 students of tertiary education institutions | By the due date | 30 April 2018 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 months (second and third year) | 4 roadshows completed and 3 more booked in November. Feedback from the SA Policy Working Template now available from one TEI (Lincoln) with a stepped approach planned with at least 2 additional TEI's. A meeting with Toi Ohomai | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|----------------------|---------------|--------------------|---|--|---|---------------------|------------------|
| | tertiary education institutions | | | | | | staff booked in November. The SA policy will be similar to the TEI version while including more detail such as the reporting pathways. | | | |
| 8. | | Nine institutions and approx. 100,000 students of tertiary education institutions | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 9. | | Nine institutions and approx. 80,000 students of tertiary education institutions | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 10. | Review, and implementation of policies | Five association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all | By the due date | 30 April 2018 | \$13,000 | Pro-rata per policy over 10 months (first year) and 12 months | Agreed interest to start from 5 of the 2018 incoming presidents | Step 1 (agreement) of 3 steps across 5 Student Associations totals: \$4333.35 | | \$4333.35 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|--|----------------------|---------------|--------------------|-------------------------|----------|---------------------------|---------------------|------------------|
| | around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | New Zealand students' associations. | | | | (second and third year) | | | | |
| 11. | around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | Eight association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 12. | around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | Eight association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--------------------|--|----------------------|---------------|--------------------|---|---|---------------------------|---------------------|------------------|
| 13. | Design of Training | In consultation with ACC, design a training programme for residential assistants, residents in halls, student-facing staff in institutions, students, and identified groups of students. | By the due date | 31 March 2019 | \$80,000 | Pro-rata as required in discussion with ACC | Initial discussions with different community agencies continues. The availability of existing and effective prevention material is evident and is currently being tailored to different audiences | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|---|---------------|--------------------|--|--|---------------------------|---------------------|------------------|
| 14. | Residential Assistants are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | At least 170 Residential Assistants, across a minimum of 10 halls of residence. | Delivery to 98% of tertiary by the due date. 90% of RA's rating training as 'good' to 'excellent'. | 30 April 2018 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months (second and third year) | One community agency is planning to deliver to 11 halls in February 2018. A MoU pending. May not be dependent on #13 | | | \$0.0 |
| 15. | | At least 340 Residential Assistants, across a minimum of 20 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 16. | | At least 640 Residential Assistants, across a minimum of 40 halls of residence. | | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|---|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 17. | Residents in Halls are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | At least 2,000 Residents in Halls, across a minimum of five halls of residence. | Delivery to 98% of tertiary students by the due date. | 30 April 2018 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months (second and third year) | To start, building from the policy enhancements . May not be dependent on #13 | | | \$0.0 |
| 18. | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | 90% of residents rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | | | | | | \$0.0 |
| 19. | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|---|---|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 20. | Students in general are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | 3,000 Students, across a minimum of 10 institutions | Delivery to 98% of tertiary students by the due date. | 30 April 2018 | \$13,000 | | To start, building from the policy enhancements . May not be dependent on #13 | | | \$0.0 |
| 21. | | 6,000 Students, across a minimum of 20 institutions | 90% of participants rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 months (second and third year) | | | | \$0.0 |
| 22. | | 6,000 Students, across a minimum of 20 institutions | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|----------------------------|----------------------|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 23. | Staff are educated about issues relating to consent and relationships | 500 Staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per staff over 10 months (first year) and 12 months (second and third year) | From the roadshows and relationship building, we are now aware of the TEI's already providing professional development. It is evident that the TEI management are seeing the importance of staff PD given comments made within the roadshows. | | | \$0.0 |
| 24. | | 750 Staff | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 25. | | 750 Staff | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|----------------------|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 26. | Targeted group training sessions, with individual students | 6 groups per field officer (600 individual students) | By the due date | 30 April 2018 | \$13,000 | | The 2 day FO residential training is confirmed for 28 & 29 November | | | \$0.0 |
| 27. | students, will occur for particular groups of students who could benefit from support to keep the activities and events they have responsibility for, free | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 28. | | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2020 | \$13,000 | Pro-rata per group over 10 months (first year) and 12 months (second and third year) | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|----------------------|---------------|--------------------|---|---|---------------------------|---------------------|------------------|
| | from sexual harassment and sexual violence | | | | | | | | | |
| 29. | Sexual violence prevention education programme | Engaged with 5,000 students and 500 staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per students and staff over 10 months (first year) and 12 months (second and third year) | Ideas are being shared, discussed and collected at campus level that could include awareness campaigns to help repeat the SVP training programmes | | | \$0.0 |
| 30. | | Engaged with 7,500 students and 750 staff | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 31. | | Engaged with 10,000 students and 1000 staff | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--------------|---|----------------------|--------------|--------------------|---------|----------|---------------------------|---------------------|------------------|
| 32. | Final Report | Conduct a full review and evaluation of the process and impact of the project | By the due date | 30 June 2020 | \$49,950 | | | | | \$0.0 |

The New Zealand Union of Students' Associations

Monthly Project Status Report, November 2017

Project: Sexual Violence Prevention on Tertiary Campuses (SVPTC)
 Date of this report: 8 December 2017
 Prepared by: ██████████ NZUSA
 Version: V0.1
 Date of previous report: 7 November 2017

| Shared with: | Title | Date |
|--------------|--|------------|
| ██████████ | ██████████ | 8 Dec 2017 |
| Jonathan Gee | National President (Project Sponsor), NZUSA | 8 Dec 2017 |
| ██████████ | Injury Prevention Specialist, ACC | 8 Dec 2017 |

1. Status Overview * ●

The status of the overall project remains green/controlled within the initiation phase while continuing to make steady progress against the high-level plan and the agreed deliverables. The subsequent funding including the infrastructure set up is sufficient in meeting the forecasted project resourcing, training and delivery expenditure.

The NZUSA Project Team are developing an updated table of deliverables based on learning from the implementation so far and in discussion with ACC staff, and this will be incorporated in a variation to the contract between ACC and NZUSA.

Recruitment is currently underway for a new campaigner/TIB coordinator position. The 14 Field Officers undertook a two-day residential training event in Wellington which included specific sexual violence prevention (SVP) training.

Two of the three Roadshows booked in November took place, with ██████████ ^{Withheld under section 9(2)} (ba) ██████████

The project team continue to introduce the project to the Student Associations (SA) or Councils while also building project interest and relationships with community based SVP agencies.

The Project Team are working on promotional and informational activities to ensure that there is a smooth transition from those currently exposed to the project to their replacements/successors over the calendar break.

Out of the potential twenty-nine TEIs or SAs nationwide, the team are already working with (or starting to work with) over 40 percent in relation to the first four project deliverables (#4, #7, #10 and #14). A more detailed *SVPTC Activity* overview for each TEI is included at the end of this status report and before the contract agreement's *Deliverable Progress and Invoicing* table update.

2. Highlighted Issues / Gaps

| Concern | Detail | Solution |
|-------------------------|--|--|
| Project team resourcing | Out of a team of 4, 1 team member has just finished and replacement is underway. | It is acknowledged that it will take time for new project team members to be up to speed while the handover process is underway. |

3. Risk Management

| Ref | If, then ... | Heatmap: Impact/ Probability | Mitigation |
|-----|---|------------------------------|---|
| 1 | If limited minority groups are represented at Steering Committee level, then this would be a missed opportunity for fair representation of known high-risk groups such as cultural or Maori representation. | Medium (moderate/moderate) | The Steering Committee are currently identifying gaps in the committee to enable fair and reasonable representation. |
| 2 | If the Field Officers aren't fully or adequately trained in Sexual Violence Prevention then the educational message to students and staff may be more harmful and not meet the project outcome of reducing sexual violence. | Medium (high/moderate) | The Field Officers will have at least 50 hours of sexual violence prevention related training by the end of December 2017. |
| 3 | If key stakeholder influencers discredit the student survey findings then the project may not progress and be compromised. | Medium (moderate/moderate) | The findings from the 1400 student voices collated within the 'In our own words' survey cannot be ignored. The roadshows are an opportunity to better communicate/understand the findings along with the opportunity to share the research methodology. |
| 4 | If the quality of the Sexual Violence Prevention educational training programmes do not meet good or excellent feedback in attitude and behavioral change then the project outcome will not be achieved and discredited. | Medium (moderate/unlikely) | It is envisioned that different, local sexual prevention agencies will also be involved in training delivery. This will share quality assurance risk across New Zealand. For delivery consistency, the project team also plan to evaluate the training with the same survey questionnaire nationwide. There will also be the opportunity to fill the learning gaps by developing and sharing relevant training resources. |
| 5 | If the NZUSA member associations do not engage in the delivery process then the interventions may not meet the needs of the local campuses. | Low (minor/unlikely) | Half of the NZUSA members have already agreed to be involved in the policy enhancement pilot process. The incoming Presidents will be briefed on the importance of the project at their indication in early December. |

| | | | |
|----|--|----------------------------|---|
| 6 | If the Sexual Violence Prevention (SVP) agencies aren't involved in the design and delivery of the educational programmes then they may negate the project. | Moderate (medium/unlikely) | Active engagement with the known SVP agencies are underway. |
| 7 | If the NZUSA lack capacity and capability to deliver the workplan then the project outcome will lose effectiveness and integrity and the reach targets and project outcomes will not be achieved. | Medium (extreme/moderate) | The NZUSA are guided by both an independent report on the project resourcing and the recommendations provided by the steering committee. A full review of the Action Plan has been completed and recommendations around timeframes presented to ACC for a potential variation of the agreement. |
| 8 | If the Tertiary Education Institutions (TEIs) do not engage with the Student Associations (SA's) then the success of the TEIs championing zero tolerance in sexual violence within student communities will be compromised. | Medium (moderate/moderate) | NZUSA are encouraging TEI management and SA's to engage at the initiation stage. We have seen considerable engagement at the roadshow policy workshops and in the teleconferences. |
| 9 | If the Sexual Violence Prevention Advisory Board (part of ACC's across govt prevention coordination role) do not support the project along with the funding then this could result in delays or termination of the project. | Medium (moderate/moderate) | ACC are the nominated coordinators of SVP across Government and the ACC board have already pre-approved and agreed to the project. |
| 10 | If the NZUSA Executive Board or steering committee members are not engaged or effective then the project will lose clear direction and be compromised. | Low (minor/unlikely) | The Executive are being actively engaged, communicated with and represented. The newly elected incoming Presidents for 2018 will also be inducted. |
| 11 | If key project resources leave the project then institutional knowledge and existing relationships will be lost for a period. | Low (minor/unlikely) | The project responsibilities are being shared across the team with regular work in progress meetings and shared documentation including management of stakeholder relationships. |
| 12 | If anyone directly involved in the project including Field Officers, trainers, TIB champions etc. are convicted of sexual violence/harmful behavior then the project could be discredited/considered unsafe and be discontinued. | Medium (moderate/moderate) | It is a requirement that all personal involved will be Police checked/vetted/cleared under the Vulnerable Children's Act 2014. |
| 13 | If the project deliverables aren't meet within reasonable timeframes then the project could finish before the contracted agreement. | Low (minor/unlikely) | Project success is being closely and regularly monitored and reported with key stakeholders against the agreed deliverables. This will enable changes to be made in meeting milestones. |
| 14 | If the roadshows are considered a waste of time and don't create interest then it will impact on the interest and momentum of the project. | Low (minor/unlikely) | The feedback from the roadshows continue to be monitored with positive feedback that confirms the meeting of the roadshow outcomes. |

4. Highlighted Project Successes

These include the following recent achievements against the following deliverables:

#4: New Thursdays in Black groups - Two new Thursdays in Black groups have been confirmed with both Ara Institute of Canterbury and Whitireia New Zealand.

14: Residential Assistant Training – The Sexual Abuse Prevention Network (SAPN) are planning to provide RA training late Feb 2018 across eleven of the University of Victoria halls.




23: Staff Professional Development - It is evident that the roadshows are generating interest in SVP at TEI level given the roadshows discussions.

Legends:




Risk Heatmap

| | | Impact | | | | |
|-------------|-------------|---------|--------|----------|--------|---------|
| | | Trivial | Minor | Moderate | Major | Extreme |
| Probability | Rare | Low | Low | Low | Medium | Medium |
| | Unlikely | Low | Low | Medium | Medium | Medium |
| | Moderate | Low | Medium | Medium | Medium | High |
| | Likely | Medium | Medium | Medium | High | High |
| | Very likely | Medium | Medium | High | High | High |

* Status Overview

| | |
|---|------------|
|  | Controlled |
|  | Caution |
|  | Critical |

Deliverables

| | |
|---|----------------------|
|  | Deliverable achieved |
|  | Tracking to plan |
|  | Requires attention |

5. SVPTC Project Activity Across the TEIs

| No. | Name of Tertiary Education Institution (TEI) | Location/s | Roadshow status (up to 15 planned) | Deliverable # | # 7 - 9 TEI policy review process (3 by 30/4/18) | # 10 - 12 Student Association policy review process (5 by 30/4/18) | # 14 - 16 Residential Assistants trained | # 17 - 31: actions pending |
|-----|--|--|---|---|--|--|---|----------------------------|
| 1 | NorthTec (Northland Polytechnic) | Main campuses and throughout the Northland and Auckland regions including Kaikohe, Kaitaia, Kerikeri, Rawene, Whangarei and off-campus | to consider in 2018 | 4 - 6, Thursdays in Black group (8 existing & 2 new groups) | | | | |
| 2 | The University of Auckland | Auckland | 1. Roadshow held on 3/10/2017 2. Roadshow held on 19/10/2017 | 1. Existing group 2. Existing group | | | In discussion regarding existing provision. | |
| 3 | University of Technology (AUT) | Auckland | | | | | | |

| | | | | | | | |
|----|---|--|--|---|--|---|--|
| 4 | Massey University Auckland - Albany Campus | Auckland based campus | n/a | 11. 10/17: incoming president approached (plan to set up the start of semester 2018) | NOTE: 3 different SA groups and 1 central management office | | |
| 5 | Manukau Institute of Technology | Auckland | to consider in 2018/9 | an opportunity | | | |
| 6 | Unitec New Zealand | 2 campuses in Auckland | to consider in 2018/9 | an opportunity | | | |
| 7 | University of Waikato | Hamilton | to set up March/April 2018 | Planning to approach | In discussion regarding provision which is accepted as a lack. | | |
| 8 | Waikato Institute of Technology (WITT) | Hamilton | To contact | an opportunity | | | |
| 9 | Western Institute of Technology at Taranaki | New Plymouth and Hawera | to consider 2018/9 | an opportunity | | | |
| 10 | UCOL (Universal College of Learning) | Campuses in Auckland, Palmerston North, Whanganui and Wairarapa | To contact when in Palmerston North - 16/11/17 | 11. Planning to approach | | | |
| 11 | Toi Ohomai Institute of Technology | Tauranga and Rotorua | Booked for 22 & 23/11/2017 | Meeting booked for 22/11/17 | 11/17 - agreed to 1st of 3 steps | 11/17 - meeting booked with the TEI (across 2 - 3 | 22/11: NZUSA was booked to meet with the local SVP provider, but this is deferred along |

| | | | Whitirea) | approaching | | | | |
|----|---|--|--|---|--|----------------------------------|---|--|
| 20 | Nelson Marlborough Institute of Technology NMIT | Nelson and Marlborough | To approach | an opportunity | | | | |
| 21 | University of Canterbury | Christchurch | 3. Roadshow held on 28/09/2017 | 6. Existing group | | | | |
| 22 | Lincoln University | Lincoln, Christchurch | 4. Roadshow held on 22/09/2017 | 7. Existing group | 11/17 - Feedback from the SA policy template available | 11/17 - agreed to 1st of 3 steps | | |
| 23 | Ara Institute of Canterbury | Christchurch - city, Woolston, Ashburton, Oamaru and Timaru Campuses | 5. Roadshow held on 29/09/2017 | 9. A new group now set-up/ confirmed | | | | |
| 24 | Otago Polytechnic | Dunedin | To consider meeting on same day as UO | an opportunity | | | | |
| 25 | University of Otago | Dunedin and Auckland | Waiting for a date mid-March to end April 2018 | 8. Existing group - change from OUSA to independent student led | | 11/17 - agreed to 1st of 3 steps | 11/17 - we know that Rape Crisis Dunedin is continuing to run RA training | |

| | | | | | | | | | |
|----|----------------------------------|-------------------------------------|-----------------------|---------------------------------------|--|--|--|--|--|
| 26 | Te Tai Poutini Polytechnic | Greymouth but also the main centres | to consider | an opportunity | | | | | |
| 27 | Southern Institute of Technology | Invercargill | to consider | an opportunity | | | | | |
| 28 | Te Wananga o Aotearoa | 80 locations throughout Aotearoa | to consider a meeting | an opportunity | | | | | |
| 29 | Open Polytechnic | Distance - national | n/a | n/a - to consider how this could work | | | | | |

6. Deliverable Progress and Associated with the Invoice Funding (as Itemised within the Contract Agreement)

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|---|------------------------|--|----------------------|--------------|--------------------|---|--|---------------------------|---------------------|------------------|
| | Infrastructure funding | Wages to support development of deliverables; recruitment and establishment costs; roadshow and associated costs; deliverables relating to reporting structure, monthly and quarterly reporting templates in line with detailed breakdown in | By the due date | 30 June 2017 | \$150,000 | Breakdown of funding referenced in Appendix B | No major change from the last report – the roadshows continue to be presented with the intention to book the remaining | Ongoing | n/a | \$150,000 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|----------------------|--|-----------------------------|---|--------------------|---|---|---------------------------|---------------------|------------------|
| | | Appendix B. | | | | | opportunities from the first semester 2018. | | | |
| 1. | Draft Monthly Report | Develop monthly reporting format to capture: action plan progress (including tracking of target programme reach numbers contained within this Schedule 3) issues, successes and gaps to inform changes and improvements. | By the due date | 15 July 2017 | NA | | Complete | n/a | n/a | n/a |
| 2. | Monthly Report | Submit monthly report to ACC on the previous quarters – to be submitted with monthly invoicing and to reference specific deliverables to progress towards deliverables in that month | By the due date 98% of time | 5 Business Days after the end of the month. | \$20,000/month | Beginning 31 July 2017 up to the value of \$680,000 | n/a | \$20,000 | 5 reports | \$100,000.00 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|--|--|-----------------------------|---------------|--------------------|--|---|---|---------------------|------------------|
| 3. | Quarterly Review | Steering Committee to meet quarterly with ACC to discuss Monthly Report, achievement of objectives and progress with action plan | 100% attendance at meetings | TBC | \$5,000/meeting | For 10 meetings, up to the value of \$50,000 | The first meeting completed 20 October 2017 and another review tentatively booked by the first week of February 2018 | | 1 meeting | \$5,000 |
| 4. | Annual Thursdays in Black Students Campaign and Survey | 15 Groups operating, 3000 engaged in social media | By the due date | 30 April 2018 | \$13,000 | Pro-rata per group over 10 months (first year) and 12 months (second and third year) | 2 new TIB groups agreed and being set up (ARA & Whitereia) A focus on building further interest for the next stage while networking at the roadshows | 10/15 groups operating 4/10/17 Facebook 1. total stats: Page likes: 1,719 | \$1733.33 | \$8666.66 |
| 5. | | 20 Groups operating, 5000 | By the due | 30 April | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|--|---|----------------------|---------------|--------------------|--|--|---------------------------|---------------------|------------------|
| | | engaged in social media | date | 2019 | | | | | | |
| 6. | | 25 Groups operating, 7500 engaged in social media | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 7. | Review, and implementation of policies around sexual harassment and sexual violence prevention, reporting and support for students of tertiary education | Three institutions and approx. 15,000 students of tertiary education institutions | By the due date | 30 April 2018 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 months (second and third year) | 4 roadshows completed and 3 more booked in November. Feedback from the SA Policy Working Template now available from one TEI (Lincoln) with a stepped approach planned with at least 2 additional TEI's. A meeting with Toi Ohomai staff booked in November. | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|---|----------------------|---------------|--------------------|---|--|--|---------------------|------------------|
| | n institutions | | | | | | The SA policy will be similar to the TEI version while including more detail such as the reporting pathways. | | | |
| 8. | | Nine institutions and approx. 100,000 students of tertiary education institutions | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 9. | | Nine institutions and approx. 80,000 students of tertiary education institutions | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 10. | Review, and implementation of policies around | Five association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2018 | \$13,000 | Pro-rata per policy over 10 months (first year) and 12 months (second and third year) | Agreed interest to start from 5 of the 2018 incoming presidents | Awaiting confirmation of pro rata approach to invoicing and variation agreement. | | \$4333.35 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|--|----------------------|---------------|--------------------|---------|----------|---------------------------|---------------------|------------------|
| 11. | sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | Eight association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 12. | sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | Eight association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--------------------|--|----------------------|---------------|--------------------|---|---|---------------------------|---------------------|------------------|
| 13. | Design of Training | In consultation with ACC, design a training programme for residential assistants, residents in halls, student-facing staff in institutions, students, and identified groups of students. | By the due date | 31 March 2019 | \$80,000 | Pro-rata as required in discussion with ACC | Initial discussions with different community agencies continues. The availability of existing and effective prevention material is evident and is currently being tailored to different audiences | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|---|---------------|--------------------|--|--|---------------------------|---------------------|------------------|
| 14. | Residential Assistants are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | At least 170 Residential Assistants, across a minimum of 10 halls of residence. | Delivery to 98% of tertiary by the due date. 90% of RA's rating training as 'good' to 'excellent'. | 30 April 2018 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months (second and third year) | One community agency is planning to deliver to 11 halls in February 2018. A MoU pending. May not be dependent on #13 | | | \$0.0 |
| 15. | | At least 340 Residential Assistants, across a minimum of 20 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 16. | | At least 640 Residential Assistants, across a minimum of 40 halls of residence. | | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|---|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 17. | Residents in Halls are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | At least 2,000 Residents in Halls, across a minimum of five halls of residence. | Delivery to 98% of tertiaryaries by the due date. 90% of residents rating training as 'good' to 'excellent'. | 30 April 2018 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months (second and third year) | To start, building from the policy enhancements . May not be dependent on #13 | | | \$0.0 |
| 18. | | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 19. | | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|---|---|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 20. | Students in general are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | 3,000 Students, across a minimum of 10 institutions | Delivery to 98% of tertiary students by the due date. | 30 April 2018 | \$13,000 | | To start, building from the policy enhancements . May not be dependent on #13 | | | \$0.0 |
| 21. | | 6,000 Students, across a minimum of 20 institutions | 90% of participants rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 months (second and third year) | | | | \$0.0 |
| 22. | | 6,000 Students, across a minimum of 20 institutions | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|----------------------------|----------------------|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 23. | Staff are educated about issues relating to consent and relationships | 500 Staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per staff over 10 months (first year) and 12 months (second and third year) | From the roadshows and relationship building, we are now aware of the TEI's already providing professional development. It is evident that the TEI management are seeing the importance of staff PD given comments made within the roadshows. | | | \$0.0 |
| 24. | | 750 Staff | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 25. | | 750 Staff | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|----------------------|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 26. | Targeted group training sessions, with individual students | 6 groups per field officer (600 individual students) | By the due date | 30 April 2018 | \$13,000 | | The 2 day FO residential training is confirmed for 28 & 29 November | | | \$0.0 |
| 27. | students, will occur for particular groups of students who could benefit from support to keep the activities and events they have responsibility for, free | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 28. | | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2020 | \$13,000 | Pro-rata per group over 10 months (first year) and 12 months (second and third year) | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|----------------------|---------------|--------------------|---|---|---------------------------|---------------------|------------------|
| | from sexual harassment and sexual violence | | | | | | | | | |
| 29. | Sexual violence prevention education programme | Engaged with 5,000 students and 500 staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per students and staff over 10 months (first year) and 12 months (second and third year) | Ideas are being shared, discussed and collected at campus level that could include awareness campaigns to help repeat the SVP training programmes | | \$0.0 | |
| 30. | | Engaged with 7,500 students and 750 staff | By the due date | 30 April 2019 | \$13,000 | | | | \$0.0 | |
| 31. | | Engaged with 10,000 students and 1000 staff | By the due date | 30 April 2020 | \$13,000 | | | | \$0.0 | |
| 32. | Final | Conduct a full review and evaluation of the process | By the due | 30 June | \$49,950 | | | | \$0.0 | |

| # | Deliverable | Description of Deliverable and impact of the project | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|---|-------------|--|----------------------|----------|--------------------|---------|----------|---------------------------|---------------------|------------------|
| | Report | and impact of the project | date | 2020 | | | | | | |

| | | |
|--|--|--|
| | | |
| | | |

3. Risk Management

| Ref | If, then ... | Heatmap: Impact/ Probability | Mitigation |
|-----|---|------------------------------------|---|
| 1 | If limited minority groups are represented at Steering Committee level, then this would be a missed opportunity for fair representation of known high-risk groups such as cultural or Maori representation. | Medium (moderate/ moderate) | The Steering Committee are currently identifying gaps in the committee to enable fair and reasonable representation. This is ongoing. |
| 2 | If the Field Officers aren't fully or adequately trained in Sexual Violence Prevention then the educational message to students and staff may be more harmful and not meet the project outcome of reducing sexual violence. | Medium (high/ moderate) | The Field Officers will have at least 50 hours of sexual violence prevention related training by the end of December 2017. |
| 3 | If key stakeholder influencers discredit the student survey findings then the project may not progress and be compromised. | Medium (moderate/ moderate) | The findings from the 1400 student voices collated within the ' <i>In our own words</i> ' survey cannot be ignored. The roadshows are an opportunity to better communicate/understand the findings along with the opportunity to share the research methodology. |
| 4 | If the quality of the Sexual Violence Prevention educational training programmes do not meet good or excellent feedback in attitude and behavioural change then the project outcome will not be achieved and discredited. | Medium (moderate/ unlikely) | It is envisioned that different, local sexual prevention agencies will also be involved in training delivery. This will share quality assurance risk across New Zealand. For delivery consistency, the project team also plan to evaluate the training with the same survey questionnaire nationwide. There will also be the opportunity to fill the learning gaps by developing and sharing relevant training resources. |
| 5 | If the NZUSA member associations do not engage in the delivery process then the interventions may not meet the needs of the local campuses. | Low (minor/ unlikely) | Half of the NZUSA members have already agreed to be involved in the policy enhancement pilot process. The incoming Presidents have been briefed on the importance of the project at their induction in early December. Further induction will be conducted at NZUSA's National Conference at the end of January. |

| | | | |
|----|--|----------------------|---|
| 14 | If the roadshows are considered a waste of time and don't create interest then it will impact on the interest and momentum of the project. | Low (minor/unlikely) | The feedback from the roadshows continue to be monitored with positive feedback that confirms the meeting of the roadshow outcomes. |
|----|--|----------------------|---|

4. Highlighted Project Successes




N/A

Legends:



Risk Heatmap

| | | Impact | | | | |
|-------------|-------------|---------|--------|----------|--------|---------|
| | | Trivial | Minor | Moderate | Major | Extreme |
| Probability | Rare | Low | Low | Low | Medium | Medium |
| | Unlikely | Low | Low | Medium | Medium | Medium |
| | Moderate | Low | Medium | Medium | Medium | High |
| | Likely | Medium | Medium | Medium | High | High |
| | Very likely | Medium | Medium | High | High | High |

* Status Overview

| | |
|---|------------|
|  | Controlled |
|  | Caution |
|  | Critical |

Deliverables

| | |
|---|----------------------|
|  | Deliverable achieved |
|  | Tracking to plan |
|  | Requires attention |

5. SVPTC Project Activity Across the TEIs

| No. | Name of Tertiary Education Institution (TEI) | Location/s | Roadshow status (up to 15 planned) | Deliverable # | # 7 - 9 TEI policy review process (3 by 30/4/18) | # 10 - 12 Student Association policy review process (5 by 30/4/18) | # 14 - 16 Residential Assistants trained | # 17 - 31: actions pending |
|-----|--|--|------------------------------------|---|--|--|---|----------------------------|
| 1 | NorthTec (Northland Polytechnic) | Main campuses and throughout the Northland and Auckland regions including Kaikohe, Kaitaia, Kerikeri, Rawene, Whangarei and off-campus | to consider in 2018 | 4 - 6, Thursdays in Black group (8 existing & 2 new groups) | | | | |
| 2 | The University of Auckland | Auckland | 1. Roadshow held on 3/10/2017 | 1. Existing group | | | In discussion regarding existing provision. | |
| 3 | University of Technology (AUT) | Auckland | 2. Roadshow held on 19/10/2017 | 2. Existing group | | | | |

| | | | | | | | |
|----|---|--|--|---|--|---|--|
| 4 | Massey University Auckland - Albany Campus | Auckland based campus | n/a | 11. 10/17: incoming president approached (plan to set up the start of semester 2018) | NOTE: 3 different SA groups and 1 central management office | | |
| 5 | Manukau Institute of Technology | Auckland | to consider in 2018/9 | an opportunity | | | |
| 6 | Unitec New Zealand | 2 campuses in Auckland | to consider in 2018/9 | an opportunity | | | |
| 7 | University of Waikato | Hamilton | to set up March/April 2018 | Planning to approach | In discussion regarding provision which is accepted as a lack. | | |
| 8 | Waikato Institute of Technology (WITT) | Hamilton | To contact | an opportunity | | | |
| 9 | Western Institute of Technology at Taranaki | New Plymouth and Hawera | to consider 2018/9 | an opportunity | | | |
| 10 | UCOL (Universal College of Learning) | Campuses in Auckland, Palmerston North, Whanganui and Wairarapa | To contact when in Palmerston North - 16/11/17 | 11. Planning to approach | | | |
| 11 | Toi Ohomai Institute of Technology | Tauranga and Rotorua | Postponed until 2018 to allow for more staff & students to attend | Meeting booked for 22/11/17 | 11/17 - agreed to 1st of 3 steps | 11/17 - meeting booked with the TEI (across 2 - 3 | 22/11: NZUSA was booked to meet with the local SVP provider, but this is deferred along |

| | | | | | | | | |
|----|---|--|---|--------------------------------------|--|----------------------------------|--|--|
| 19 | Wellington Institute of Technology (Weltec) | Petone | To approach again (combined with Whitireia) | Nov | an opportunity - the TIB lead at Whitireia approaching | | | |
| 20 | Nelson Marlborough Institute of Technology NMIT | Nelson and Marlborough | To approach | an opportunity | | | | |
| 21 | University of Canterbury | Christchurch | 3. Roadshow held on 28/09/2017 | 6. Existing group | | | | |
| 22 | Lincoln University | Lincoln, Christchurch | 4. Roadshow held on 22/09/2017 | 7. Existing group | 11/17 - Feedback from the SA policy template available | 11/17 - agreed to 1st of 3 steps | | |
| 23 | Ara Institute of Canterbury | Christchurch - city, Woolston, Ashburton, Oamaru and Timaru Campuses | 5. Roadshow held on 29/09/2017 | 9. A new group now set-up/ confirmed | | | | |
| 24 | Otago Polytechnic | Dunedin | To consider meeting on same day as UO | an opportunity | | | | |

| | | | | | | | | |
|----|----------------------------------|-------------------------------------|--|---|--|----------------------------------|---|--|
| 25 | University of Otago | Dunedin and Auckland | Waiting for a date mid-March to end April 2018 | 8. Existing group - change from OUSA to independent student led | | 11/17 - agreed to 1st of 3 steps | 11/17 - we know that Rape Crisis Dunedin is continuing to run RA training | |
| 26 | Te Tai Poutini Polytechnic | Greymouth but also the main centres | to consider | an opportunity | | | | |
| 27 | Southern Institute of Technology | Invercargill | to consider | an opportunity | | | | |
| 28 | Te Wananga o Aotearoa | 80 locations throughout Aotearoa | to consider a meeting | an opportunity | | | | |
| 29 | Open Polytechnic | Distance - national | n/a | n/a - to consider how this could work | | | | |

6. Deliverable Progress and Associated with the Invoice Funding (as itemised within the Contract Agreement)

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|---|------------------------|--|----------------------|--------------|--------------------|---|----------|---------------------------|---------------------|------------------|
| | Infrastructure funding | Wages to support development of deliverables; recruitment and establishment costs; roadshow and associated | By the due date | 30 June 2017 | \$150,000 | Breakdown of funding referenced in Appendix B | N/A | Ongoing | n/a | \$150,000 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|----------------------|--|-----------------------------|---|--------------------|---|----------|---------------------------|---------------------|------------------|
| | | costs; deliverables relating to reporting structure, monthly and quarterly reporting templates in line with detailed breakdown in Appendix B. | | | | | | | | |
| 1. | Draft Monthly Report | Develop monthly reporting format to capture: action plan progress (including tracking of target programme reach numbers contained within this Schedule 3) issues, successes and gaps to inform changes and improvements. | By the due date | 15 July 2017 | NA | | Complete | n/a | n/a | n/a |
| 2. | Monthly Report | Submit monthly report to ACC on the previous quarters – to be submitted with monthly invoicing and to reference specific deliverables to progress towards deliverables in that month | By the due date 98% of time | 5 Business Days after the end of the month. | \$20,000/month | Beginning 31 July 2017 up to the value of \$680,000 | n/a | \$20,000 | 6 reports | \$100,000.00 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|--|--|-----------------------------|---------------|--------------------|--|---|--|---------------------|------------------|
| 3. | Quarterly Review | Steering Committee to meet quarterly with ACC to discuss Monthly Report, achievement of objectives and progress with action plan | 100% attendance at meetings | TBC | \$5,000/meeting | For 10 meetings, up to the value of \$50,000 | The first meeting completed 20 October 2017 and another review tentatively booked by the first week of February 2018 | 1 meeting | \$5,000 | |
| 4. | Annual Thursdays in Black Students Campaign and Survey | 15 Groups operating, 3000 engaged in social media | By the due date | 30 April 2018 | \$13,000 | Pro-rata per group over 10 months (first year) and 12 months (second and third year) | 2 new TIB groups agreed and being set up (ARA & Whitereia) A focus on building further interest for the next stage while networking at the roadshows | 10/15 groups operating 4/10/17 Facebook 1. total stats: Page likes: 1,719 2. Video - launch news article: 29,598 (doubled from last month) | \$1733.33 | \$8666.66 |
| 5. | | 20 Groups operating, 5000 | By the due | 30 April | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|----|--|---|----------------------|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| | | engaged in social media | date | 2019 | | | | | | |
| 6. | | 25 Groups operating, 7500 engaged in social media | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 7. | Review, and implementation of policies around sexual harassment and sexual violence prevention, reporting and support for students of tertiary education | Three institutions and approx. 15,000 students of tertiary education institutions | By the due date | 30 April 2018 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 months (second and third year) | 7 roadshows have now been held. Feedback from the SA Policy Working Template now available from one TEI (Lincoln) with a stepped approach planned with at least 2 additional TEI's. A meeting with Toi Ohomai staff booked in November. The SA policy will be similar | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|---|----------------------|---------------|--------------------|---|--|--|---------------------|------------------|
| | in institutions | | | | | | to the TEI version while including more detail such as the reporting pathways. | | | |
| 8. | | Nine institutions and approx. 100,000 students of tertiary education institutions | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 9. | | Nine institutions and approx. 80,000 students of tertiary education institutions | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |
| 10. | Review, and implementation of policies around sexual harassment and | Five association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2018 | \$13,000 | Pro-rata per policy over 10 months (first year) and 12 months (second and third year) | Agreed interest to start from 5 of the 2018 incoming presidents | Awaiting confirmation of pro rata approach to invoicing and variation agreement. | | \$4333.35 |
| 11. | | Eight association's policies around sexual harassment | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|--|----------------------|---------------|--------------------|---------|----------|---------------------------|---------------------|------------------|
| | sexual violence prevention, reporting and support for students for all New Zealand students' associations. | and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | | | | | | | | |
| 12. | support for all New Zealand students' Associations | Eight association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--------------------|--|----------------------|---------------|--------------------|---|---|---------------------------|---------------------|------------------|
| 13. | Design of Training | In consultation with ACC, design a training programme for residential assistants, residents in halls, student-facing staff in institutions, students, and identified groups of students. | By the due date | 31 March 2019 | \$80,000 | Pro-rata as required in discussion with ACC | Initial discussions with different community agencies continues. The availability of existing and effective prevention material is evident and is currently being tailored to different audiences | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|--|---------------|--------------------|--|--|---------------------------|---------------------|------------------|
| 14. | Residential Assistants are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | At least 170 Residential Assistants, across a minimum of 10 halls of residence. | Delivery to 98% of tertiary students by the due date. 90% of RA's rating training as 'good' to 'excellent'. | 30 April 2018 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months (second and third year) | One community agency is planning to deliver to 11 halls in February 2018. A MoU pending. May not be dependent on #13 | | | \$0.0 |
| 15. | | At least 340 Residential Assistants, across a minimum of 20 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 16. | | At least 640 Residential Assistants, across a minimum of 40 halls of residence. | | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date | |
|-----|--|---|--|---------------|--------------------|--|--|---------------------------|---------------------|------------------|-------|
| 17. | Residents in Halls are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | At least 2,000 Residents in Halls, across a minimum of five halls of residence. | Delivery to 98% of tertiary students by the due date. | 30 April 2018 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months (second and third year) | To start, building from the policy enhancements. May not be dependent on #13 | | | \$0.0 | |
| 18. | | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | 90% of residents rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | | | | | | \$0.0 |
| 19. | | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | | | | | | |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|---|---------------|--------------------|--|--|---------------------------|---------------------|------------------|
| 20. | Students in general are educated in the areas of consent, bystander intervention, and keeping residents safe | 3,000 Students, across a minimum of 10 institutions | Delivery to 98% of tertiary students by the due date. | 30 April 2018 | \$13,000 | | To start, building from the policy enhancements. May not be dependent on #13 | | \$0.0 | |
| 21. | | 6,000 Students, across a minimum of 20 institutions | 90% of participants rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 months (second and third year) | | | \$0.0 | |
| 22. | Students from sexual assault and harassment | 6,000 Students, across a minimum of 20 institutions | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | | | | \$0.0 | |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|---|----------------------------|----------------------|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 23. | Staff are educated about issues relating to consent and relationships | 500 Staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per staff over 10 months (first year) and 12 months (second and third year) | From the roadshows and relationship building, we are now aware of the TEI's already providing professional development. It is evident that the TEI management are seeing the importance of staff PD given comments made within the roadshows. | | | \$0.0 |
| 24. | | 750 Staff | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 25. | | 750 Staff | By the due date | 30 April 2020 | \$13,000 | | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|----------------------|---------------|--------------------|--|---|---------------------------|---------------------|------------------|
| 26. | Targeted group training sessions, with individual students | 6 groups per field officer (600 individual students) | By the due date | 30 April 2018 | \$13,000 | | The 2 day FO residential training is confirmed for 28 & 29 November | | | \$0.0 |
| 27. | students, will occur for particular groups of students who could benefit from support to keep the activities and events they have responsibility for, free | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2019 | \$13,000 | | | | | \$0.0 |
| 28. | | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2020 | \$13,000 | Pro-rata per group over 10 months (first year) and 12 months (second and third year) | | | | \$0.0 |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|-----|--|---|----------------------|---------------|--------------------|---|---|---------------------------|---------------------|------------------|
| | from sexual harassment and sexual violence | | | | | | | | | |
| 29. | Sexual violence prevention education programme | Engaged with 5,000 students and 500 staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per students and staff over 10 months (first year) and 12 months (second and third year) | Ideas are being shared, discussed and collected at campus level that could include awareness campaigns to help repeat the SVP training programmes | | \$0.0 | |
| 30. | | Engaged with 7,500 students and 750 staff | By the due date | 30 April 2019 | \$13,000 | | | | \$0.0 | |
| 31. | | Engaged with 10,000 students and 1000 staff | By the due date | 30 April 2020 | \$13,000 | | | | \$0.0 | |
| 32. | Final | Conduct a full review and evaluation of the process | By the due | 30 June | \$49,950 | | | | \$0.0 | |

| # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment | Progress | Completed (current month) | Completed (to date) | Invoiced to date |
|---|-------------|----------------------------|----------------------|----------|--------------------|---------|----------|---------------------------|---------------------|------------------|
| | Report | and impact of the project | date | 2020 | | | | | | |



Funding Agreement

FOR

**Sexual Violence Prevention on Tertiary
Campuses**

BETWEEN

Accident Compensation Corporation

AND

**The New Zealand Union of Students'
Associations**

| | |
|---|------------|
| The Parties | |
| ACCIDENT COMPENSATION CORPORATION a statutory corporation continued by the Accident Compensation Act 2001 (ACC) | |
| Vogel Centre, 19 Aitken Street, Wellington | |
| and | |
| THE NEW ZEALAND UNION OF STUDENTS' ASSOCIATIONS | (Supplier) |
| Registered Incorporated Society #215752 PO Box 10-191, The Terrace, Wellington | |

| | |
|---|------------|
| The Agreement | |
| Agreement ACC appoints the Supplier to deliver the Services described in this Agreement and the Supplier accepts that appointment. This Agreement sets out the Parties' rights and obligations. | |
| The documents forming this Agreement are: | |
| 1. This cover and signing page | Page 1 |
| 2. Agreement Details and Description of Services | Schedule 1 |
| 3. Standard Terms and Conditions | Schedule 2 |
| 4. Deliverables | Schedule 3 |
| 5. Programme Management | Schedule 4 |
| 6. Decision to Proceed to Delivery incl proposal | Schedule 5 |
| 7. Any other attachments described at Schedule 1. | |
| How to read this Agreement | |
| 8. Together the above documents form the whole Agreement. | |
| 9. Any Supplier terms and conditions do not apply. | |
| 10. Clause numbers refer to clauses in Schedule 2. | |
| 11. Words starting with capital letters have a special meaning. The special meaning is stated in the Definitions section at clause 17 (Schedule 2). | |

| | | | |
|--|---------------------|-----------|---------------------------|
| Acceptance | | | |
| In signing this Agreement each Party acknowledges that it has read and agrees to be bound by it. | | | |
| For and on behalf of ACC: | | | |
| (signature) | | | |
| name: | | name: | Jonathan Gee |
| position: | Head of Procurement | position: | National President, NZUSA |
| date: | 30/6/17 | date: | 3/7/17 |

Schedule 1

Agreement Details and Description of Services

| | | |
|-------------------|--------------|-------------------------------|
| Start Date | 30 June 2017 | Reference Schedule 2 clause 1 |
| End Date | 30 June 2020 | Reference Schedule 2 clause 1 |

| Contract Managers Reference Schedule 2 clause 4 | | ACC's Contract Manager | Supplier's Contract Manager |
|---|--------------------------|--|------------------------------|
| | Name: | [REDACTED] | [REDACTED] |
| | Title / position: | Injury Prevention Portfolio Manager - Violence | [REDACTED] |
| | Address: | Justice Centre, 19 Aitken St, Level 14, Wellington | 354 Lambton Quay, Wellington |
| | Phone: | [REDACTED] | [REDACTED] |
| | Email: | [REDACTED] | [REDACTED] |

| Addresses for Notices Reference Schedule 2 clause 14 | | ACC's address | Supplier's address |
|--|------------------------------|------------------------------------|---------------------------------|
| | For the attention of: | [REDACTED] | [REDACTED] |
| | Delivery address: | 19 Aitken St, Level 14, Wellington | 354 Lambton Quay, Wellington |
| | Postal address: | PO Box 242, Wellington, 6140 | PO Box 101-91, Wellington, 6011 |
| | Email: | [REDACTED] | [REDACTED] |

| Description of Services |
|--|
| <p>Purpose</p> <p>The purpose of this Agreement is to:</p> <ul style="list-style-type: none"> (a) establish the scope and substance of a Funding Arrangement between ACC and the Supplier; (b) specify the terms and conditions on which they agree to perform or fund work within the scope of the Agreement; and (c) specify the Services between the Parties in carrying out the implementation of a comprehensive approach to sexual violence prevention on tertiary campuses in New Zealand Programme. <p>Context</p> <p>ACC and the Supplier have jointly developed a Proposal to deliver the Programme.</p> <p>On the basis of the statements contained in the ACC Business Case, ACC has agreed to provide Funding to the Supplier so the Supplier can deliver the Programme.</p> |

Objectives

The objectives of this Agreement are as follows:

| Planned activities | Objective |
|---|--|
| A review of all tertiary education policies around sexual harassment and sexual violence prevention, reporting and support for students; | <p>Increase in reporting of experiences of sexual harassment and violence by students to tertiary institutions.</p> <p>Improvement in processes around reporting so that students report a better experience in that reporting.</p> <p>Enhancement of student contribution to the writing of the tertiary education institution policies.</p> <p>Leads to policies that address the findings of <i>In Our Own Words</i>.</p> |
| Training programmes for residential assistants, residents in halls, student-facing staff in institutions, students, and identified groups of students; | <p>Increased reach of prevention Programmes in tertiary education.</p> <p>Students understand sexual violence, how to prevent it and where to seek help.</p> <p>More students intervene to stop sexual violence from occurring.</p> |
| Review and implementation of policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations; | <p>More consistent and efficient decisions made by staff (and volunteers) at students' associations in regards to sexual harassment and sexual violence.</p> |
| A comprehensive education and communications strategy to distribute the right messages and information to students and staff on campuses. | <p>Students have more knowledge about sexual violence, how to prevent it and where to go to seek help.</p> <p>Students experience less sexual violence and harassment.</p> <p>More students seek help for experiences of sexual violence and harassment.</p> |

Deliverables

The Deliverables are outlined in Schedule 3.

Programme Management

The Programme will be managed in accordance with Schedule 4.

CHARGES: The following section sets out the Charges. Charges are the total maximum amount payable by ACC to the Supplier for delivery of the Services. Charges include *Funding*, and where agreed, *Expenses*. The Charges for this Agreement are set out below.

Funding

Reference Schedule 2 clause 3

The Funding payable to the Supplier is a maximum fee of \$1,360,950 excluding GST paid on the Supplier meeting the Deliverables outlined in Schedule 3

| | |
|---|--------------------------|
| Expenses Reference Schedule 2 clause 3 | No Expenses are payable. |
|---|--------------------------|

| | |
|---|---|
| Invoices Reference Schedule 2 Subject to clauses 3 and 11.7 | <p>The Supplier must send ACC an invoice for the Charges by the 3rd Business Day of the month, for Services delivered since the previous invoice period (for payment on the 20th Business Day of that month).</p> <p>Payment will be made upon completion of the deliverables and dates outlined in Schedule 3.</p> |
|---|---|

| | | |
|---|-----------------------|------------------------------------|
| Address for invoices Reference Schedule 2 clause 3 | | ACC's address |
| | For the attention of: | [REDACTED] |
| | Physical address: | 19 Aitken St, Level 14, Wellington |
| | Postal address: | PO Box 242, Wellington, 6140 |
| | Email: | [REDACTED] |

Schedule 2

Standard Terms and Conditions - Services

1. Length of Agreement

- 1.1. This Agreement starts on the Start Date.
- 1.2. This Agreement ends on the End Date unless terminated earlier.
- 1.3. By agreement, the Parties may change the End Date by varying the Agreement in accordance with clause 16. In particular, ACC reserves the right to extend the length of this Agreement with the written agreement of the Supplier if, in ACC's view, the Programme delivered over the first 36 months has been successful.

2. The Services

Both Parties' obligations

- 2.1. Both Parties agree to:
 - a. act in good faith and demonstrate honesty, integrity, openness and accountability in their dealings with each other;
 - b. discuss matters affecting this Agreement or the delivery of the Services, whenever necessary
 - c. notify each other immediately of any actual or anticipated issues that could
 - significantly impact on the Services or the Charges,
 - receive media attention; and
 - d. comply with all applicable laws and regulations.

ACC's obligations

- 2.2. ACC must:
 - a. provide the Supplier with any information it has reasonably requested to enable the delivery of the Services,
 - b. make decisions and give approvals reasonably required by the Supplier to enable delivery of the Services. All decisions and approvals must be given within reasonable timeframes; and
 - c. pay the Supplier the Charges for the Services as long as the Supplier has delivered the Services and invoiced ACC, all in accordance with this Agreement.

Supplier's obligations

- 2.3. The Supplier must deliver the Services:
 - a. on time and to the required performance standards or quality set out in Schedule 1 or 3 or reasonably notified by ACC to the Supplier from time to time;
 - b. within the amounts agreed as Charges, and with due care, skill and diligence, and to the appropriate professional standard or in accordance with good industry practice as would be expected from a leading supplier in the relevant industry.
-

- 2.4. The Supplier must:
- a. ensure that its Personnel have the necessary skills, experience, training and resources to successfully deliver the Services;
 - b. provide all equipment and resources necessary to deliver the Services;
 - c. comply with the Standards of Integrity and Conduct issued by the State Services Commission (see www.ssc.govt.nz) and any other relevant codes of conduct listed in Schedule 1 or notified by ACC to the Supplier from time to time;
 - d. act in a manner that recognises and is consistent with ACC's status as a public sector organisation;
 - e. take all reasonable steps in every occasion to seek and obtain the prior consent of ACC before signing agreements for the benefit of the Programme; and
 - f. apply the Funding according to this Agreement and for the purpose of achieving the Deliverables detailed in Schedule 3.
- 2.5. Where an Approved Personnel has been authorised by ACC in Schedule 1, the Supplier must use the Approved Personnel in delivering the Services. The Supplier must obtain ACC's prior written approval if it wishes to change any Approved Personnel.
- 2.6. If the Supplier is at ACC's premises, the Supplier must observe ACC's policies and procedures, including those relating to health and safety, and security requirements.
- 2.7. ACC must tell the Supplier what the relevant policies and procedures are, and either give the Supplier a copy of them or provide an internet link.
- 2.8. If the nature of the Services requires it, the Supplier will deliver Services:
- a. in a manner that is culturally appropriate for Māori, Asian, Pacific and other ethnic or indigenous groups; and
 - b. and that respects the personal privacy and dignity of all participants and stakeholders.

3. Charges and payment

Charges & invoices

- 3.1. The Charges are the total maximum amount payable by ACC to the Supplier for delivery of the Services. Charges include Funding and, where agreed, Expenses.
- 3.2. The Supplier must provide valid tax invoices for all Charges on the dates or at the times specified in Schedule 1. ACC has no obligation to pay the Charges set out on an invoice, which is not a valid tax invoice. A valid tax invoice must:
- a. clearly show all GST due;
 - b. be in New Zealand currency or the currency stated in Schedule 1;
 - c. be clearly marked 'Tax invoice';
 - d. contain the Supplier's name, address and GST number, if the Supplier is registered;
 - e. for GST, contain ACC's name and address and be marked for the attention of ACC's Contract Manager or such other person stated in Schedule 1;
 - f. state the date the invoice was issued;

- g. state the relevant reference number supplied by ACC;
- h. state the Charges due, calculated correctly, and be supported by GST receipts if Expenses are claimed; and
- i. any other verifying documentation reasonably requested by ACC.

Payment

- 3.3. If ACC receives a valid tax invoice on or before the 3rd Business Day of the month, ACC must pay that tax invoice by the 20th calendar day of that month. Any valid tax invoice received after the 3rd Business Day of the month will be paid by ACC on the 20th calendar day of the month following the month it is received. ACC's obligation to pay is subject to clauses 3.2, 3.4, 11.7 and all relevant conditions, milestones, deliverables and/or objectives being met and accepted by ACC.
- 3.4. If ACC disputes a tax invoice or any part of a tax invoice that complies with clause 3.2, ACC must notify the Supplier within 10 Business Days of the date of receipt of the tax invoice. ACC must pay the portion of the tax invoice that is not in dispute. ACC may withhold payment of the disputed portion until the dispute is resolved.
- 3.5. Until ACC pays the Charges, the Supplier will be responsible for all budget obligations on the basis of financial plans approved, in writing, by ACC.

4. Relationship management

Contract Manager

- 4.1. The persons named in Schedule 1 as the Contract Managers are responsible for managing the Agreement, including:
 - a. managing the relationship between the Parties;
 - b. overseeing the effective implementation of this Agreement; and
 - c. acting as a first point of contact for any issues that arise.

Changing the Contract Manager

- 4.2. If a Party changes its Contract Manager it must tell the other Party, in writing, the name and contact details of the replacement as soon as practicable.

Relationship

- 4.3. The Parties will work together to give effect to the partnership and implement this Agreement, in a spirit of co-operation. This will include:
 - a. supporting each other in finding the most efficient ways of working together;
 - b. being open, frank, honest and constructive in their dealings with each other;
 - c. using this Agreement as a benchmark for dealing with issues as they arise;
 - d. looking to identify areas in which contributions from the parties would be beneficial to the strategic partnership;
 - e. discussing matters affecting this Agreement or the delivery of the Services, whenever necessary;
 - f. meeting with each other to plan any projects and agree on project plans;
 - g. giving priority to the work, so as to meet agreed timetables;

- h. communicating openly with each other, and ensuring that all key understandings are committed to writing; and
 - i. responding promptly to any personnel, health & safety, programme or financial issues and concerns raised by either Party.
- 4.4. Within thirty days after this Agreement comes into force, the Parties will establish a Steering Committee that provides advice and input to the project governance (ACC, the Supplier and industry stakeholders) and decision making process in accordance with the Programme management requirements in Schedule 4.

5. Information management

Information and Records

- 5.1. The Supplier must:
- a. keep and maintain Records in accordance with prudent business practice and all applicable laws;
 - b. make sure the Records clearly identify all relevant time and Expenses incurred in providing the Services; and
 - c. make sure the Records are easy to access, and keep the Records safe.
- 5.2. The Parties must give information to each other relating to the Services where that information has been reasonably requested. All information provided by one Party to the other must be in a format that is usable by the requesting Party, and delivered within a reasonable time of the request.
- 5.3. The Supplier must co-operate with ACC to provide information immediately if the information is required by ACC to comply with an enquiry or its statutory, parliamentary, or other reporting obligations.
- 5.4. The Supplier must make its Records available to ACC during the term of the Agreement and for 7 years after the End Date (unless already provided to ACC earlier).
- 5.5. The Supplier must make sure that Records provided by ACC or created for ACC, are securely managed and securely destroyed on their disposal.

Reports

- 5.6. The Supplier must prepare and give to ACC:
- a. the reports stated in Schedule 3, by the due dates stated in Schedule 3; and
 - b. any other written or verbal report on any matter associated with the Services, as reasonably requested by ACC from time to time.

6. The contractual relationship

Independent Contractor

- 6.1. Nothing in this Agreement constitutes a legal relationship between the Parties of partnership, joint venture, agency, or employment. The Supplier is responsible for the liability of its own, and its Personnel's, salary, wages, holiday or redundancy payments and any GST, corporate, personal and withholding taxes, ACC premiums or other levies attributable to the Supplier's business or the engagement of its Personnel.

Neither Party can represent the other

- 6.2. Neither Party has authority to bind or represent the other Party (Other Party) in any way or for any purpose, unless expressly stated in writing by the Other Party.

Permission to transfer rights or obligations

- 6.3. The Supplier may transfer any of its rights or obligations under this Agreement only if it has ACC's prior written approval. ACC will not unreasonably withhold its approval.

7. Subcontractors

Rules about subcontracting

- 7.1. The Supplier must not enter into a contract with someone else to deliver any part of the Services without ACC's prior written approval. In selecting an appropriate Subcontractor the Supplier must be able to demonstrate value for money.

The Supplier's responsibilities

- 7.2. The Supplier is responsible for ensuring the suitability of any Subcontractor and the Subcontractor's capability and capacity to deliver that aspect of the Services being subcontracted.
- 7.3. The Supplier must ensure that:
- a. each Subcontractor is fully aware of the Supplier's obligations under this Agreement; and
 - b. any subcontractor it enters into is on terms that are consistent with this Agreement.
- 7.4. The Supplier continues to be responsible for delivering the Services under this Agreement even if aspects of the Services are subcontracted.

8. Insurance

Insurance Policies

- 8.1. The Supplier must effect and maintain with a reputable insurer for the term of this Agreement, and for 3 years following termination or expiry, the following types of insurance:
- a. public liability insurance;
 - b. any other insurance reasonably required to ensure the risks of doing business are adequately covered,

the amount and terms of such insurance cover to be adequate to protect ACC from non-performance of the Supplier's obligations under this Agreement, having regard to any liability clause in this Agreement.

Prompt information

- 8.2. The Supplier must promptly inform ACC of:
- a. any claims relating to this Agreement against the insurance policies referred to in this clause; and
 - b. any material change to, cancellation or non-renewal of, such policies.

Currency of insurance

- 8.3. The Supplier must, upon request by ACC, provide ACC with evidence that all insurance cover required by this clause is current and meets the other requirements of this Agreement.
- 8.4. It is the Supplier's responsibility to ensure its risks of doing business are adequately covered, whether by insurance or otherwise. If required in Schedule 1, the Supplier must have the insurance specified in Schedule 1 and the Supplier must:
- c. take out insurance, with a reputable insurer, and maintain that insurance cover for the term of this Agreement and for a period of 3 years after the End Date; and
 - d. within 10 Business Days of a request from ACC provide a certificate confirming the nature of the insurance cover and proving that each policy is current.

9. Conflicts of Interest

Avoiding Conflicts of Interest

- 9.1. Each Party warrants that as at the Start Date, it has no Conflict of Interest in providing the Services or entering into this Agreement.
- 9.2. Each Party must do its best to avoid situations that may lead to a Conflict of Interest arising.

Obligation to tell ACC

- 9.3. The Supplier must tell ACC immediately, and in writing, if any Conflict of Interest arises in relation to the Services or this Agreement. If a Conflict of Interest does arise the Parties must discuss, agree and record in writing whether it can be managed and, if so, how it will be managed. Each Party must pay its own costs in relation to managing a Conflict of Interest.

10. Resolving disputes

Steps to resolving disputes

- 10.1. The Parties agree to use their best endeavours to negotiate in good faith in an attempt to resolve any dispute or difference that may arise under this Agreement.
- 10.2. The following process will apply to disputes:
- a. the Party must notify the other if it considers a matter is in dispute. The Contract Managers will attempt to resolve the dispute through direct negotiation if the Contract Managers have not resolved the dispute within 10 Business Days of notification, they will refer it to the Parties' senior managers for resolution; and
 - b. if the senior managers have not resolved the dispute within 15 Business Days of it being referred to them, the Parties shall refer the dispute to mediation or some other form of alternative dispute resolution.

Obligations during a dispute

- 10.3. If there is a dispute, each Party will continue to perform its obligations under this Agreement as far as practical given the nature of the dispute.

11. Ending this Agreement

Termination by either Party

- 11.1. Either Party may terminate this Agreement by giving 20 Business Days' Notice to the other Party.

Termination by ACC

- 11.2. ACC may terminate this Agreement immediately, by giving Notice, if the Supplier:
- a. becomes bankrupt or insolvent;
 - b. has an administrator, receiver, liquidator, statutory manager, mortgagee's or chargee's agent appointed;
 - c. becomes subject to any form of external administration;
 - d. ceases for any reason to continue in business or to deliver the Services;
 - e. is unable to deliver the Services for a period of 20 Business Days or more due to an Extraordinary Event when ACC requires the supply of Services within the period of an Extraordinary Event;
 - f. is in breach of any of its obligations under this Agreement and the breach cannot be remedied;
 - g. repeatedly fails to perform or comply with its obligations under this Agreement whether those obligations are minor or significant;
 - h. does something or fails to do something that, in ACC's opinion, results in damage to ACC's reputation or business;
 - i. has a Conflict of Interest that in ACC's opinion is so material as to impact adversely on the delivery of the Services or ACC;
 - j. provides information to ACC that is misleading or inaccurate in any material respect;
 - k. if ACC considers on reasonable grounds that the Supplier has defrauded ACC (whether or not ACC prosecutes the Supplier) ACC will consider this to be a material breach.

Termination by a Party if a breach has not been remedied

- 11.3. If a Party fails to meet the requirements of this Agreement ('Defaulting Party') and the other Party ('Non-defaulting Party') reasonably believes that the failure can be remedied, the Non-defaulting Party must give a Notice to the defaulting Party.
- 11.4. A default Notice must state:
- a. the nature of the failure;
 - b. what is required to remedy it; and
 - c. the time and date by which it must be remedied.
- 11.5. The period allowed to remedy the failure must be reasonable given the nature of the failure.
- 11.6. If the Defaulting Party does not remedy the failure as required by the default Notice, the Non-defaulting Party may terminate this Agreement immediately by giving a further Notice.
- 11.7. If ACC gives a default Notice to the Supplier, ACC may also do one or both of the following things:
- a. withhold any payment of Funding due until the failure is remedied as required by the default Notice; and / or

- b. if the failure is not remedied as required by the default Notice, deduct a reasonable amount from any Funding due to reflect the reduced value of the Services to ACC; and / or
- c. if the failure is not remedied, ACC may require the return of any unspent Charges or the repayment of any Charges spent otherwise than in accordance with this Agreement.

Supplier's obligations on termination or expiry of this Agreement

- 11.8. On giving or receiving a Notice of termination, the Supplier must:
- a. Continue providing the Services until the date of termination unless stated otherwise in the Notice of termination;
 - b. comply with any conditions contained in the Notice; and
 - c. immediately do everything reasonably possible to reduce its losses, costs and expenses arising from the termination of this Agreement.
- 11.9. On termination or expiry of this Agreement, the Supplier must, if requested by ACC, immediately return or securely destroy all Confidential Information and other material or property belonging to ACC.

Consequences of termination or expiry of this Agreement

- 11.10. The termination or expiry of this Agreement does not affect those rights of each Party which:
- a. accrued prior to the time of termination or End Date; or
 - b. relate to any breach or failure to perform an obligation under this Agreement that arose prior to the time of termination or End Date.
- 11.11. If this Agreement is terminated, ACC:
- a. will only be liable to pay Charges that were due for Services delivered before the effective date of termination; and
 - b. may recover from the Supplier or set off against sums due to the Supplier, any Charges paid in advance that have not been incurred.

12. Intellectual Property Rights and Branding

Ownership of Intellectual Property Rights

- 12.1. Pre-existing Intellectual Property Rights remain the property of their current owner.
- 12.2. New Intellectual Property Rights in the Deliverables become the property of ACC when they are created (including any materials contributed by one party, but further developed or modified by one or both parties).
- 12.3. ACC grants to the Supplier a perpetual, non-exclusive, worldwide and royalty free licence to use, for any purpose, all Intellectual Property Rights in the Deliverables. This licence includes the right to use, copy, modify and distribute the Deliverables.

Supplier indemnity

- 12.4. Each Party warrants that it is legally entitled to do the things stated in clause 12.3 with the Intellectual Property Rights in the Deliverables.

- 12.5. Each Party warrants (the Warranting Party) that Pre-existing and New Intellectual Property Rights provided by the Warranting Party and incorporated in the Services and Deliverables do not infringe the Intellectual Property Rights of any third party.
- 12.6. The Supplier indemnifies ACC in respect of any expenses, damage or liability incurred by ACC in connection with any third party claim that the delivery of the Services or Deliverables to ACC or ACC's use of them, infringes a third party's rights. This indemnity is not subject to any limitation or cap on liability that may be stated elsewhere in this Agreement.

Branding

- 12.7. The Parties agree that there will be joint branding of the Services and resources produced to support the Services, unless agreed otherwise by ACC.
- 12.8. Before using ACC's name, logo designs, or branding the Supplier will first obtain ACC's written consent.

13. Confidential Information

Protection of Confidential Information

- 13.1. Each Party confirms that it has adequate security measures to safeguard the other Party's Confidential Information from unauthorised access or use by third parties, and that it will not use or disclose the other Party's Confidential Information to any person or organisation other than:
- a. to the extent that use or disclosure is necessary for the purposes of providing the Deliverables or Services or in the case of ACC using the Deliverables or Services;
 - b. if the other Party gives prior written approval to the use or disclosure; and
 - c. if the use or disclosure is required by law (including under the Official Information Act 1982), Ministers or parliamentary convention, or in relation to disclosure, if the information has already become public, other than through a breach of the obligation of confidentiality by one of the Parties.

Protection of Personal Information

- 13.2. The Supplier will comply with the Privacy Act 1993 and the Health Information Privacy Code 1994 including:
- a. ensuring that any personal or health information the Supplier holds about a client of ACC is protected by reasonable security safeguards against loss or unauthorised access, use modification or disclosure;
 - b. appointing a Privacy Officer; and
 - c. having a privacy policy that:
 - includes what to do if there is a privacy breach (including procedures to promptly advise ACC).
 - complies with any ACC policy that ACC provides to the Supplier.
- 13.3. The Supplier agrees that ACC may assess their privacy policy and practice. The Supplier will cooperate with any privacy assessment, including completing self-assessments on request.

Obligation to inform staff

- 13.4. Each Party will ensure that its Personnel:
- a. are aware of the confidentiality obligations in this Agreement; and
 - b. do not use or disclose any of the other Party's Confidential Information except as allowed by this Agreement.

14. Notices

Delivery of Notices

- 14.1. All Notices to a Party must be delivered by hand or sent by post, courier, fax or email to that Party's address for Notices stated in Schedule 1.
- 14.2. Notices must be signed or in the case of email sent by the appropriate manager or person having authority to do so.

Receipt of Notices

- 14.3. A Notice will be considered to be received:
- a. if delivered by hand, on the date it is delivered;
 - b. if sent by post within New Zealand, on the 3rd Business Day after the date it was sent;
 - c. if sent by post internationally, on the 7th Business Day after the date it was sent;
 - d. if sent by courier, on the date it is delivered if sent by fax, on the sender receiving a fax machine report that it has been successfully sent; or
 - e. if sent by email, at the time the email enters the recipient's information system as evidenced by a delivery receipt requested by the sender and it is not returned undelivered or as an error.
- 14.4. A Notice received after 5pm on a Business Day or on a day that is not a Business Day will be considered to be received on the next Business Day.

15. Extraordinary Events

No fault if failure due to an Extraordinary Event

- 15.1. Neither Party will be liable to the other for any failure to perform its obligations under this Agreement where the failure is due to an Extraordinary Event.

Obligations of the affected Party

- 15.2. A Party who wishes to claim suspension of its obligations due to an Extraordinary Event must notify the other Party as soon as reasonably possible. The Notice must state:
- a. the nature of the circumstances giving rise to the Extraordinary Event;
 - b. the extent of that Party's inability to perform under this Agreement;
 - c. the likely duration of that non-performance; and
 - d. what steps are being taken to minimise the impact of the Extraordinary Event on the delivery of Services.

Alternative arrangements requiring immediate termination

- 15.3. If ACC, acting reasonably, requires the Services to be supplied during the period affected by an Extraordinary Event, then despite clause 15.4, ACC may terminate this Agreement immediately by giving Notice.

Termination of Agreement

- 15.4. If a Party is unable to perform any obligations under this Agreement for 20 Business Days or more due to an Extraordinary Event, the other Party may terminate this Agreement immediately by giving Notice.

16. General

Changes to this Agreement

- 16.1. Any change to this Agreement is called a Variation. A Variation must be agreed by both Parties and recorded:
- a. in writing and signed by both Parties if ACC, in discussion with the Supplier, determines that the nature of the change is significant, or
 - b. if ACC, in discussion with the Supplier, determines that the nature of the change is not significant, through an exchange of emails where:
 - the reason for the variation is explicitly stated,
 - the authors have delegated authority to approve the Variation, and
 - the exchanged emails clearly provide both Parties' unconditional acceptance of the Variation.

This is the entire Agreement

- 16.2. This Agreement, including any Variation, records everything agreed between the Parties relating to the Services. It replaces any previous communications, negotiations, arrangements or agreements that the Parties had with each other relating to the Services before this Agreement was signed, whether they were verbal or in writing.

Waiver

- 16.3. If a Party breaches this Agreement and the other Party does not immediately enforce its rights resulting from the breach that:
- a. does not mean that the Party in breach is released or excused from its obligation to perform the obligation at the time or in the future; and
 - b. does not prevent the other Party from exercising its rights resulting from the breach at a later time.

New Zealand law, currency and time

- 16.4. This Agreement will be governed and interpreted in accordance with the laws of New Zealand. All money is in New Zealand dollars, unless Schedule 1 specifies a different currency. Dates and times are New Zealand time.

Publication of information about this Agreement

- 16.5. The Supplier may disclose the existence of this Agreement but must obtain ACC's prior written approval before making reference to ACC or this Agreement in its publications, public statements, promotional material or promotional activities about this Agreement.
- 16.6. Each Party undertakes not to post on websites or social networking sites and not to publicly display objectionable or derogatory comments about the Services, this

Agreement, each other or any of its Personnel and to ensure that its Personnel do not do so.

Signing the Agreement

16.7. The date of execution is the date this Agreement is signed. This Agreement is properly signed if each Party signs the same copy, or separate identical copies, of Page 1. If this Agreement is signed on two separate dates or separate copies are signed, the date of execution is the later of the two dates. Where separate copies are signed the signed copy can be the original document, or a faxed or emailed copy.

No poaching

16.8. During the term of this Agreement and for a period of 6 months after the End Date neither Party shall, without the other's written consent, deliberately solicit for employment or hire any person who is or has been employed by the other and involved in the delivery of the Services. This does not apply where a person has responded to a legitimate advertisement.

Evaluation and Audit

- 16.9. As part of the on-going management of this Agreement, ACC may wish to evaluate or audit the Services supplied by the Supplier.
- 16.10. ACC may appoint a person to conduct an evaluation or audit. The Supplier agrees to cooperate with all reasonable requests from the appointed person and assist where possible.
- 16.11. The provision and cost of evaluations and audits is the responsibility of ACC, except where otherwise agreed between the Parties.

Clauses that remain in force

16.12. The clauses that by their nature should remain in force on expiry or termination of this Agreement do so, including clauses 5 (Information management), 8 (Insurance), 10 (Resolving disputes), 11 (Ending this Agreement), 12 (Intellectual Property Rights and Branding), 13 (Confidential Information), 16 (General), 19 (Liability) and 17 (Definitions).

Precedence

- 16.13. If there is any conflict or difference between the documents forming this Agreement (as stated on Page 1) then the order of precedence is:
- a. Variation agreed between the Parties under clause 16.1;
 - b. Schedule 1;
 - c. any Attachment to Schedule 1;
 - d. Schedule 2;
 - e. Schedule 3;
 - f. Schedule 4; and
 - g. Schedule 5.

17. Health and Safety

Ensuring health and safety

17.1. In performing its obligations under this Agreement, the Supplier must:

- a. comply with all relevant health and safety legislation including the Health and Safety at Work Act 2015 ("HSAWA");
- b. so far as reasonably practicable, ensure the health and safety of:
 - i. ACC's and the Supplier's personnel; and
 - ii. ACC clients;
- c. take all practical steps to ensure that no act or omission gives rise to, or is likely to give rise to, the issue of an improvement or prohibition notice, enforcement action or a prosecution under any health and safety legislation (including the HSAWA) against ACC or the Supplier;
- d. advise ACC in writing as soon as possible of:
 - i. any hazards or risks that the Supplier or its subcontractors identifies or creates, and all accidents, incidents and near misses, relating to the Services on ACC's premises or otherwise within ACC's control (using the online form provided by ACC);
 - ii. all notifiable events (as defined in the HSAWA) relating to the Services (using the online form provided by ACC);
 - iii. any contact by any regulatory agency in relation to any health, safety or environmental matter relating to the Services (unless the Supplier is prohibited by law from so advising ACC);
- e. comply with ACC's reasonable instructions in relation to any matter referred to in subclause (d).

Right of removal

- 17.2. The Supplier must promptly remove from any site any employee or agent of the Supplier (or employee or agent of any subcontractor of the Supplier), performing the Services, as ACC may reasonably require.

Onsite work plan

- 17.3. If the Supplier is performing any Services on ACC's premises or a third party's premises, or ACC is on the Supplier's or a third party's premises, for reasons related to this Agreement, prior to commencing work on those premises both parties shall:
- a. meet and consult (with any other suppliers or third parties as may be required) on the security, health and safety policies, safety and works requirements and any other local instructions for those premises; and
 - b. develop an onsite work plan detailing the agreed safety processes and procedures both parties are required to follow when performing any Services on those premises, and comply with that plan.

18. Anti-collusion

- 18.1. The Supplier must not consult or communicate with any other supplier, or potential supplier, of the Services to ACC, or enter into any arrangement or understanding with any other supplier, or potential supplier, of the Services to ACC in relation to any matter which is likely to or may have the effect of reducing competition for the Services including:
- a. Charges for the Services
 - b. Methods, factors or formulas used to calculate prices for the Services

- c. The quality, quantity of specifications of the Services

19. Liability

Maximum Liability

- 19.1. Subject to clause 19.3, clause 13 (Confidential Information) the maximum aggregate liability of each party to the other under or in connection with this Agreement or in respect of the Services and Deliverables, whether in contract, tort (including for negligence), breach of statutory duty or otherwise, must not for any event exceed the greater of:
- a. \$1 million dollars; or
 - b. the amount three (3) times equal to the Charges paid by ACC under this Agreement in the preceding calendar year.

Exclusion of certain loss

- 19.2. Subject to clause 19.3, neither party is liable to the other under or in connection with this Agreement for any claim for indirect loss or damage.

No liability

- 19.3. The Supplier shall not be held to be in breach of this Agreement to the extent that the breach is a direct result of an act or omission of ACC or of another ACC supplier, provided that the Supplier uses its best endeavours to minimise the impact of that breach.

20. Definitions

When used in this Agreement the following terms have the meaning beside them:

Attachment means any supplementary document named in Schedule 1 as an Attachment to this Agreement.

Approved Personnel means a person who is engaged by the Supplier to deliver the Services and is named in Schedule 1. The Supplier must use this person in the delivery of the Services and cannot change them without first obtaining ACC's written approval.

Business Day means a day when most businesses are open for business in New Zealand. It excludes Saturday, Sunday, and public holidays. A Business Day starts at 8.30am and ends at 5pm.

ACC is the purchaser of the Services for the purposes of this Agreement.

Agreement means the legal agreement between ACC and the Supplier that comprises Page 1 (the front sheet), Schedule 1, this Schedule 2, any other Schedule, and any Variation and Attachment.

Charges mean the total amount payable by ACC to the Supplier as stated in Schedule 1. The Supplier's Charges include Funding and any Expenses stated in Schedule 1. Charges are payable on successful delivery of the Services provided a valid tax invoice has been submitted.

Confidential Information: means information that:

- a. is by its nature confidential;
- b. is marked by either Party as 'confidential', 'in confidence', 'restricted' or 'commercial in confidence';
- c. is provided by either Party or a third party 'in confidence';
- d. either Party knows or ought to know is confidential; or
- e. is of a sensitive nature or commercially sensitive to either Party.

Conflict of Interest means a Conflict of Interest arises if a Party or its Personnel's personal or business interests or obligations do or could conflict or be perceived to conflict with its obligations under this Agreement. It means that its independence, objectivity or impartiality can be called into question. A Conflict of Interest may be:

- a. actual: where the conflict currently exists;
- b. potential: where the conflict is about to happen or could happen; or
- c. perceived: where other people may reasonably think that a person is compromised.

Contract Manager means the person named in Schedule 1 as the Contract Manager. Their responsibilities are listed in clause 4.1.

Deliverables means a tangible output resulting from the delivery of the Services as stated in Schedule 1. A deliverable may be a document, a piece of equipment, goods, information or data stored by any means including all copies and extracts of the same.

End Date means the earlier of the date this Agreement is due to end as stated in Schedule 1, the date of termination as set out in a Notice of termination, the date the Programme is completed, or any other date agreed between the Parties as the date the Agreement is to end.

Expenses means any actual and reasonable out-of-pocket costs incurred by the Supplier in the delivery of the Services and agreed to in Schedule 1.

Extraordinary Event means an event that is beyond the reasonable control of the Party immediately affected by the event. An Extraordinary Event does not include any risk or event that the Party claiming could have prevented or overcome by taking reasonable care. Examples include:

- d. acts of God, lightning strikes, earthquakes, tsunamis, volcanic eruptions, floods, storms, explosions, fires, pandemics and any natural disaster;
- e. acts of war (whether declared or not), invasion, actions of foreign enemies, military mobilisation, requisition or embargo;
- f. acts of public enemies, terrorism, riots, civil commotion, malicious damage, sabotage, rebellion, insurrection, revolution or military usurped power or civil war; or
- g. contamination by radioactivity from nuclear substances or germ warfare or any other such hazardous properties.

Funding means the amount payable to the Supplier for the time spent in delivery of the Services calculated on the basis stated in Schedule 1, excluding any Expenses.

GST means the goods and services tax payable in accordance with the New Zealand Goods and Services Tax Act 1985.

Intellectual Property Rights means all Intellectual Property Rights and interests, including copyright, trademarks, designs, patents and other proprietary rights, recognised or protected by law.

Milestone means a phase or stage in the delivery of Services resulting in a measurable output. Payment of Funding is usually due on the satisfactory delivery of a Milestone.

New Intellectual Property Rights means Intellectual Property Rights developed after the date of this Agreement and incorporated into the Deliverables.

Notice means a formal or legal communication from one Party to the other that meets the requirements of clause 14.

Party means ACC and the Supplier are each a Party to this Agreement, and together are the Parties.

Personnel means all individuals engaged by either Party in relation to this Agreement or the delivery of Services. Examples include: the owner of the business, its directors, employees,

Subcontractors, agents, external consultants, specialists, technical support and co-opted or seconded staff. It includes Approved Personnel.

Pre-existing Intellectual Property Rights means Intellectual Property Rights developed before the date of this Agreement. It does not cover later modifications, adaptations or additions.

Programme means the Supporting Safety on Tertiary Campuses as identified in the Supplier's Proposal.

Project means one or more individual work stream within the Programme.

Proposal means the proposal submitted by the Supplier to ACC that outlines the Programme and the Funding required.

Records means all information and data necessary for the management of this Agreement and the delivery of Services. Records include, but are not limited to, reports, invoices, letters, emails, notes of meetings, photographs and other media recordings. Records can be hard copies or soft copies stored electronically.

Services means all work, tasks and Deliverables, including those stated in Schedule 1, that the Supplier must perform and deliver under this Agreement.

Schedule means an attachment to this Agreement with the title 'Schedule'.

Start Date means the date when this Agreement starts as stated in Schedule 1.

Subcontractor means a person, business, company or organisation contracted by the Supplier to deliver or perform part of the Supplier's obligations under this Agreement.

Supplier means the person, business, company or organisation named as the Supplier on page 1. It includes its Personnel, successors, and permitted assignees.

Variation means a change to any aspect of this Agreement that complies with clause 16.1.

Schedule 3 Deliverables

| Deliverable # | Deliverable | Description of Deliverable | Performance Standard | Due date | Funding (excl GST) | Comment |
|---------------|-------------------------------------|--|-----------------------------|---|--------------------|---|
| | Infrastructure funding | Wages to support development of deliverables; recruitment and establishment costs; roadshow and associated costs; deliverables relating to reporting structure, monthly and quarterly reporting templates in line with detailed breakdown in Appendix B. | By the due date | 30 June 2017 | \$150,000 | Breakdown of funding referenced in Appendix B |
| 1. | Draft Monthly Report | Develop monthly reporting format to capture: action plan progress (including tracking of target programme reach numbers contained within this Schedule 3) issues, successes and gaps to inform changes and improvements. | By the due date | 15 July 2017 | NA | |
| 2. | Monthly Report | Submit monthly report to ACC on the previous quarters – to be submitted with monthly invoicing and to reference specific deliverables to progress towards deliverables in that month. | By the due date 98% of time | 5 Business Days after the end of the month. | \$20,000/month | Beginning 31 July 2017 up to the value of \$680,000 |
| 3. | Quarterly Review | Steering Committee to meet quarterly with ACC to discuss Monthly Report, achievement of objectives and progress with action plan | 100% attendance at meetings | TBC | \$5,000/meeting | For 10 meetings up to the value for \$50,000 |
| 4. | Annual Thursdays in Black Students' | 15 Groups operating, 3000 engaged in social media | By the due date | 30 April 2018 | \$13,000 | Pro-rata per group over 10 months |
| 5. | | 20 Groups operating, 5000 engaged in social media | By the due date | 30 April 2019 | \$13,000 | |

| | | | | | | |
|-----|---|--|-----------------|---------------|----------|--|
| 6. | Campaign and Survey | 25 Groups operating, 7500 engaged in social media | By the due date | 30 April 2020 | \$13,000 | (first year) and 12 months (second and third year) |
| 7. | Review, and implementation of policies around sexual harassment and sexual violence prevention, reporting and support for students of tertiary education institutions | Three institutions and approx. 15,000 students of tertiary education institutions | By the due date | 30 April 2018 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 months (second and third year) |
| 8. | | Nine institutions and approx. 100,000 students of tertiary education institutions | By the due date | 30 April 2019 | \$13,000 | |
| 9. | | Nine institutions and approx. 80,000 students of tertiary education institutions | By the due date | 30 April 2020 | \$13,000 | |
| 10. | Review, and implementation of policies around sexual harassment and sexual violence prevention, reporting and support for all New Zealand students' Associations | Five association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2018 | \$13,000 | Pro-rata per policy over 10 months (first year) and 12 months (second and third year) |
| 11. | | Eight association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2019 | \$13,000 | |
| 12. | | Eight association's policies around sexual harassment and sexual violence prevention, reporting and support for students for all New Zealand students' associations. | By the due date | 30 April 2020 | \$13,000 | |

| | | | | | | |
|-----|--|--|---|---------------|----------|--|
| 13. | Design of Training | In consultation with ACC, design a training programme for residential assistants, residents in halls, student-facing staff in institutions, students, and identified groups of students. | By the due date | 31 March 2019 | \$80,000 | Pro-rata as required in discussion with ACC |
| 14. | Residential Assistants are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | At least 170 Residential Assistants, across a minimum of 10 halls of residence. | Delivery to 98% of tertiary by the due date. | 30 April 2018 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months (second and third year) |
| 15. | | At least 340 Residential Assistants, across a minimum of 20 halls of residence. | 90% of RA's rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | |
| 16. | | At least 640 Residential Assistants, across a minimum of 40 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | |
| 17. | Residents in Halls are educated in the areas of consent, bystander intervention, and keeping residents safe from sexual assault and harassment | At least 2,000 Residents in Halls, across a minimum of five halls of residence. | Delivery to 98% of tertiary by the due date. | 30 April 2018 | \$13,000 | Pro-rata per hall of residence over 10 months (first year) and 12 months (second and third year) |
| 18. | | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | 90% of residents rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | |
| 19. | | At least 16,000 Residents in Halls, across a minimum of 40 halls of residence. | Delivered in accordance with H&S Act & good practice. | 30 April 2020 | \$13,000 | |
| 20. | Students in general are educated in the area's of consent, bystander intervention, and keeping | 3,000 Students, across a minimum of 10 institutions | Delivery to 98% of tertiary by the due date. | 30 April 2018 | \$13,000 | Pro-rata per institution over 10 months (first year) and 12 months (second and third year) |
| 21. | | 6,000 Students, across a minimum of 20 institutions | 90% of participants rating training as 'good' to 'excellent'. | 30 April 2019 | \$13,000 | |
| 22. | | 6,000 Students, across a minimum of 20 institutions | Delivered in | 30 April 2020 | \$13,000 | |

| | residents safe from sexual assault and harassment | | accordance with H&S Act & good practice. | | | third year) |
|-----|---|---|--|---------------|----------|---|
| 23. | Staff are educated about issues relating to consent and relationships. | 500 Staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per staff over 10 months (first year) and 12 months (second and third year) |
| 24. | | 750 Staff | By the due date | 30 April 2019 | \$13,000 | |
| 25. | | 750 Staff | By the due date | 30 April 2020 | \$13,000 | |
| 26. | Targeted group training sessions, with individual students, will occur for particular groups of students who could benefit from support to keep the activities and events they have responsibility for, free from sexual harassment and sexual violence | 6 groups per field officer (600 individual students) | By the due date | 30 April 2018 | \$13,000 | |
| 27. | | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2019 | \$13,000 | Pro-rata per group over 10 months (first year) and 12 months (second and third year) |
| 28. | | 6 groups per field officer (1200 individual students) | By the due date | 30 April 2020 | \$13,000 | |
| 29. | Sexual violence prevention education programme | Engaged with 5,000 students and 500 staff | By the due date | 30 April 2018 | \$13,000 | Pro-rata per students and staff over 10 months (first year) and 12 months (second and third year) |
| 30. | | Engaged with 7,500 students and 750 staff | By the due date | 30 April 2019 | \$13,000 | |
| 31. | | Engaged with 10,000 students and 1000 staff | By the due date | 30 April 2020 | \$13,000 | |

| | | | | | | |
|-----|--------------|---|-----------------|--------------|----------|-------------|
| 32. | Final Report | Conduct a full review and evaluation of the process and impact of the project | By the due date | 30 June 2020 | \$49,950 | third year) |
|-----|--------------|---|-----------------|--------------|----------|-------------|

In addition to any performance standards stated above, all written work will be of a high standard, which means the work needs to be well written, professionally formatted and well researched (as appropriate). If the ACC Contract Manager believes the written work falls short of this, the Supplier will rectify the concerns raised by the Contract Manager and will resubmit the written work in question at no additional cost.

Schedule 4

Programme Management

1 Project Oversight

- 1.1 The Supplier will be responsible for:
- (a) the delivery of the Programme outcomes,
 - (b) developing and maintaining the Programme Plan, and
 - (c) reporting progress towards meeting the timeframes and Deliverables identified in the Project Plan.

2 Steering Committee

- 2.1 The Steering Committee will be composed of one duly authorised representative of each Party. Each Party shall have the right to replace its representative and/or to appoint a proxy, although it shall use all reasonable endeavours to maintain the continuity of its representation.
- 2.2 ACC reserves the right to accept more than one representative/nomination for each Party.
- 2.3 The composition of the Steering Committee is set out in Appendix A.
- 2.4 ACC will appoint a Steering Committee Chair.
- 2.5 The Steering Committee will provide advice, oversee the Programme and will provide input into strategies and action plans.

3 Appointment of Project Manager

- 3.1 The Supplier will appoint a Project Manager.
- 3.2 The Project Manager will have responsibility for the day to day management of the Projects within the Programme and will report to the Steering Committee.

4 Financial Management

- 4.1 The Supplier will be responsible for:
- (a) the financial management of the Programme and Projects,
 - (b) managing the Programme and Projects in accordance with appropriate project management principles and processes; and
 - (c) ensuring that the Supplier adheres to the Funding amounts as specified in Schedule 5.

5 Publications and Press Releases

- 5.1 The Steering Committee will recommend to ACC (and other stakeholders as appropriate), procedures for dissemination of publications and press releases relating to the Programme or Projects.

6 Fail fast Strategy

- 6.1 The Steering Committee will establish fail fast measures to detect failure or conditions that are likely to lead to failure. ACC reserves the right to amend, adapt, vary or stop a Programme (or a Project (s)) depending on the result of these reviews.
- 6.2 In the event that additional funding is secured for future development of a Project, the Steering Committee will be responsible for advising such financial and administrative arrangements as are necessary to secure the effective and efficient continuation of the Programme (including any Projects).

Schedule 5

Decision to Proceed to Delivery



APPENDIX A: Programme Steering Committee Terms of Reference

1 Background and context

- 1.1 The development of a strong leadership team is essential to the success of the Programme. The Sexual Violence Prevention on Tertiary Campuses (**Steering Committee**) is the guiding force in overseeing the execution of the Programme.

2 Function of the Steering Committee

- 2.1 The function of the Steering Committee is to advise and oversee business issues associated with the Programme and any individual Projects.
- 2.2 The Steering Committee is responsible for:
- (a) providing the first source of advice and guidance that ensures the achievement of the overall Programme objectives; and
 - (b) endorsing a detailed action plan, overseeing the execution of the Programme and Project and monitoring risks, quality and timeliness.

3 Role of Steering Committee

- 3.1 The Steering Committee will:
- (a) be responsible for individual Project feasibility and achievement of outcomes;
 - (b) have input to the strategies for the implementation of the Projects;
 - (c) provide representation of stakeholders involved in the programme (ACC and NZUSA) and ensures the requirements of stakeholders are met by the Programme's output;
 - (d) ensure expenditure is appropriate to the Programme budget as per Programme plan.
 - (e) provide input into agreements with any consultant or Supplier to be used in the Programme;
 - (f) review the impact of Projects on the measures set by the Programme;
 - (g) address any issue that has major implications for the Programme, including scope-creep, and will escalate issues as appropriate;
 - (h) review the work of all sub-groups, consultants and Suppliers as well as the program manager for conformity to overall strategy;
 - (i) reconcile differences in opinion and approach, and resolve disputes arising from them;
 - (j) take corrective/remedial actions in the case of delays in the implementation of the Programme activities or where the quality of the Deliverables is not in accordance with specification;

- (k) report on individual Project and Program progress to those responsible at a high level, including any Governance Group; and
- (l) develop a public relations and communications strategy to inform the public, employers, contractors and workers of the Programmes activities and the need for their participation.

4 Role of individual Steering Committee members

4.1 The role of the individual member of the Steering Committee includes:

- (a) understanding the strategic implications and outcomes of the Programme being pursued through project outputs;
- (b) appreciating the significance of the Programme for all major stakeholders and represent their interests;
- (c) being genuinely interested in the Programme and the outcomes being pursued in the Programme;
- (d) being committed to, and actively involved in, pursuing Programme outcomes;
- (e) being an advocate for Programme outcomes;
- (f) having a broad understanding of project management issues and the approach being adopted; and
- (g) arranging travel or other requirements necessary for members to attend meetings – this includes meeting any actual, reasonable, and necessary costs associated with attendance (excluding worker representatives whose costs will be met by ACC).

5 Membership

5.1 The Steering Committee shall be comprised of representatives from the following groups, to be confirmed during the development of the programme of work.

- (a) Accident Compensation Corporation – ACC
- (b) NZUSA (National President)
- (c) National Women's' Rights Officer
- (d) Representative from the Vice Chancellors Committee
- (e) Representative from Polytechnics and Institutes of Technology
- (f) To be confirmed – two from Sexual Abuse Prevention Network (SAPN); MOSAIC; Inside Out and Gender Minorities Aotearoa (GMA)
- (g) To be confirmed – two from Sexual Abuse Prevention Network (SAPN); MOSAIC; Inside Out and Gender Minorities Aotearoa (GMA)

5.2 A member of the Steering Committee may be removed for any misconduct or breach in duties that causes the Chair to lose confidence in the member's ability to fulfil their Steering Committee responsibilities. Where removal is being

considered, the Chair will advise the member of the reasons for the concern and provide the member with an opportunity to respond (and have their response considered) before a decision is made.

5.3 The Chair is responsible for deciding Steering Committee membership matters.

6 Meetings

6.1 The Steering Committee will meet monthly (at least every three months or more frequently as the Steering Committee determines) at either face to face meetings or via conference call.

6.2 Meetings will usually be held in Wellington and will run over the course of one day.

6.3 ACC will arrange a secretariat (**Secretariat**) who will provide administrative support to the Steering Committee.

6.4 The Secretariat will ensure agenda and supporting documents are prepared and provided in advance to members.

6.5 The Secretariat will arrange Steering Committee meetings, including:

- (a) scheduling meetings at suitable times; and
- (b) arranging suitable meeting space and other resources needed for an effective meeting.

7 Agenda Items

7.1 All Steering Committee agenda items must be forwarded to the Secretariat at least five working days prior to the next scheduled meeting.

7.2 The Steering Committee agenda, with attached meeting papers will be distributed at least three working days prior to the next scheduled meeting.

7.3 The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

7.4 The Project Manager will brief the Steering Committee of the progress of the action plan and of any concerns it may have about the Programme.

8 Minutes & Meeting Papers

8.1 The minutes of each Steering Committee meeting will be prepared by the Secretariat.

8.2 Full copies of the minutes, including attachments, shall be provided to all Steering Committee members no later than ten working days following each meeting.

8.3 Information held by the Steering Committee will be deemed to be information held by ACC for the purposes of the Official Information Act 1982, Privacy Act 1993 and Ombudsmen Act 1975.

9 Proxies to Meetings

- 9.1 Members of the Steering Committee may nominate a proxy to attend a meeting if the member is unable to attend.

10 Dispute Resolution

- 10.1 The Steering Committee will strive for a consensual decision-making process. A consensus implies a majority approving a given course of action, and the minority agreeing with the course of action, potentially with some modifications.
- 10.2 At the meeting, the Chair will facilitate a discussion about the topic, identifying differing viewpoints, and discussing ways in which those viewpoints can be addressed.
- 10.3 Steering Committee members may participate in email discussions about the decision to ensure meeting time is effectively used.
- 10.4 After a certain period of discussion (depending on the decision), the Chair will check for overall agreement with a possible decision.
- 10.5 If everyone is not in agreement, the Chair will ask for a brief description of the concerns for others to reflect upon. If appropriate, a brief period of discussion may be appropriate to determine if those concerns can be addressed. The facilitator should help the group determine if the topic should be postponed for additional consideration.
- 10.6 If concerns cannot be addressed, the decision and all background information should be put to the ACC's Chief Customer Officer for final decision.

APPENDIX B: Breakdown of infrastructure funding and set-up costs

| | |
|---|-----------------|
| Total | \$150000 |
| 1. Wages, etc, until the monthly payments begin. | \$44000 |
| 2. Recruitment and establishment costs, outfitting, IT, furniture, etc. | \$27500 |
| Recruitment | |
| Advertising, agency fees \$1500 per person (figure from MBIE) x 3 central office staff | \$4500 |
| Office outfitting to prepare for extra staff | \$23000 |
| Furniture for each worker: desks, chair, workspaces \$1000 x 3 | \$3000 |
| Office space redesign: | \$9000 |
| fold-away board table, | \$3600 |
| storage solutions, | \$5400 |
| screens, etc | \$2000 |
| IT: projector (\$1500), laptops/3 x workstation (\$2500) | \$9000 |
| (Note MBIE, http://employeecostcalculator.business.govt.nz/employeecostcalculator/#/results , has set-up costs per employee at \$5000 plus recruitment of \$1500). | |
| 3. Roadshow and other travel costs associated with relationship building, 15 events (8 unis, twelve ITPs, with 5 meetings being combined) | \$28500 |
| Travel to each university centre: Auckland, Hamilton, Palmerston North, Christchurch, Dunedin | |
| Plus other sites: Whangarei, Rotorua, Napier, New Plymouth | |
| Two days (a week in Auckland), three people, accommodation, food etc | |
| Flights (avge \$250 return/person/flight) | \$7500 |
| Accommodation (\$150/person/night) | \$12000 |
| Catering etc for 15 roadshow events. | \$7500 |
| Materials and incidentals | \$1500 |
| Staff time included in item 1 | |
| 4. Deliverables relating to reporting structure, monthly and quarterly reporting templates | \$50000 |
| Detecting members of the steering group, and other identifiable setup tasks, putting Field Officers in place. | |
| Targets are reporting templates end of June, steering group etc, end of July. | |
| Contractor to set up systems and produce templates, fixed fee, 10 days | \$10000 |
| Two-months .50 of NZUSA Executive Director | \$10000 |
| Advertising, (no agency) travel etc, for recruiting out-of-Wellington staff \$500 x 20 people | \$10000 |
| Training hui for Field Officers | \$15000 |
| Travel and accommodation | \$8000 |
| Venue and food | \$3000 |
| Expertise/trainers and event mgmt | \$4000 |
| Equipment and training materials, for Field Officers x \$500 | |
| BYOD, allowance as per collective contract | \$10000 |
| Setting up steering group, including recruitment | |
| Wages, included in 1 | |



Document 7

26 January 2018

Jonathan Gee
President
New Zealand Union of Students' Associations
By email – president@students.org.nz

Dear Jonathan

New Zealand Union of Students' Associations (NZUSA) Sexual violence prevention on tertiary campuses project

At a meeting with ACC on 18 January 2018, the December 2017 invoice and next steps for the project were discussed. ACC agreed to seek advice on payment of the invoice.

ACC will pay the December 2017 invoice as NZUSA were still incurring project related costs during December. However ACC will cease to pay all further invoices, as you are not currently providing the services.

With your agreement, and effective immediately, we also propose to suspend the funding agreement dated 30 June 2017 until the next steps have been agreed upon by ACC and NZUSA. Please advise [REDACTED] if you agree.

Kind regards



Acting Head of Injury Prevention Partnerships and Delivery

[REDACTED]

From: [REDACTED]
Sent: Friday, 19 January 2018 4:43 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: NZUSA - Sexual violence prevention on tertiary campuses - project update

Kia ora [REDACTED]

I wanted to provide a brief update on the purpose of our meeting on Tuesday.

The Violence Portfolio has a three-year contract with the New Zealand Union of Students' Associations to deliver a programme of action to prevent sexual violence and sexual harassment on tertiary campuses. There are a number of issues with the delivery of the contract which [REDACTED] is aware of that we wanted to update you on.

[REDACTED] has met with a number of ACC staff including the Ministerial Liaison Advisor, Business Risk and Compliance Manager, Senior Category Manager Procurement and Corporate Issues Manager to seek advice on how to manage these issues. They've provided us with options including a weekly report item, and are in agreement that we're managing the issues appropriately. We can provide more detail regarding these on Tuesday.

Ngā mihi,

[REDACTED]

[REDACTED] Injury Prevention – Violence Portfolio, ACC

Direct Dial: [REDACTED]
ACC / Injury Prevention / Justice Centre - Level 14
PO Box 242 / Wellington 6011 / New Zealand / www.acc.co.nz

ACC cares about the environment – please don't print this email unless it is really necessary. Thank you.

[REDACTED]

From: Jonathan Gee <president@students.org.nz>
Sent: Wednesday, 20 December 2017 12:35 PM
To: [REDACTED]
Subject: RE: Follow up for the SVPTC Steering Committee

No worries [REDACTED] Yes that works for me, chat then.

Jonathan Gee | National President
New Zealand Union of Students' Associations (NZUSA)
Te Rōpū Ākonga O Ngā Whare Wānanga O Aotearoa

From: [REDACTED] [mailto:[REDACTED]@acc.co.nz]
Sent: Wednesday, 20 December 2017 12:33 PM
To: Jonathan Gee <president@students.org.nz>; [REDACTED]@acc.co.nz
Subject: Re: Follow up for the SVPTC Steering Committee

Thank you Jono, could [REDACTED] give you a call later, around 2pm if that works for you?

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Jonathan Gee <president@students.org.nz>
Date: 20/12/17 12:10 PM (GMT+12:00)
To: [REDACTED] <[REDACTED]@acc.co.nz>, [REDACTED]@acc.co.nz
Subject: RE: Follow up for the SVPTC Steering Committee

Hi [REDACTED]

Thanks very much for the feedback. I have edited the memo to include our actions on the recommendations made in the Heathrose Report, see attached. Please note that this is based on my current understanding of the situation,

[REDACTED]

[REDACTED]

I hope that provides a bit more information for you and the Steering Committee. As you would appreciate I'm mindful of how much to update right now to ensure I don't prejudice the ongoing employment process. NZUSA Board members are aware of the situation and have confidence in me to take control to ensure we get back on track. All things going to plan, I believe I would be able to provide a fuller update early in the New Year.

I'm more than happy to discuss this update with you on the phone if you need any clarification.

Jono

Jonathan Gee | National President
New Zealand Union of Students' Associations (NZUSA)
Te Rōpū Ākonga O Ngā Whare Wānanga O Aotearoa

From: [redacted] [mailto:[redacted]@acc.co.nz]
Sent: Tuesday, 19 December 2017 2:08 PM
To: Jonathan Gee <president@students.org.nz>; [redacted]@acc.co.nz
Subject: RE: Follow up for the SVPTC Steering Committee

Good afternoon Jono

Thank you for your update, memo and the Heathrose report.

The report makes some useful observations and conclusions, particularly around internal changes for NZUSA. Are you able to advise which of these have been actioned, or are planned to be actioned; and which are not going to be actioned and the rationale why not?

[redacted]

Best wishes

[redacted]

[redacted] Injury Prevention Specialist - Violence Portfolio, ACC

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From: Jonathan Gee [mailto:president@students.org.nz]
Sent: Monday, 18 December 2017 5:05 p.m.
To: [redacted]; [redacted]
Subject: Follow up for the SVPTC Steering Committee

Kia ora [redacted] and [redacted]

Hope you had a good weekend.

I'm just following up on some of my actions from the last meeting. Please find **attached** the Heathrose Report, along with a covering memo.

[redacted]

[REDACTED]

Apologies that I cannot be more specific, though you will appreciate at this stage the employment process is taking precedence which affects a number of the questions raised.

Best
Jono

Jonathan Gee | National President
New Zealand Union of Students' Associations (NZUSA) | *Te Rōpū Ākonga O Ngā Whare Wānanga O Aotearoa*
[REDACTED] | students.org.nz
354 Lambton Quay, Wellington | PO Box 101-91, Wellington, 6011

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[REDACTED]

From: [REDACTED]@students.org.nz>
Sent: Tuesday, 26 September 2017 10:51 AM
To: [REDACTED]
Subject: RE: Status Report attached
Attachments: 2017 09 07 SVPTC Project Status Report_FINAL.docx

Thanks [REDACTED] for the clarity– the final report now attached with the following added:

The recruitment is finished. The office establishment costs including the outfitting, IT and furniture is also complete. The Roadshows are underway. The reporting structure report is complete and the monthly reporting template are almost complete. The Steering Committee members have been identified. 13 Field Officers are in place and the development of the Field Officer training has started.

Cheers

[REDACTED]

New Zealand Union of Students' Associations (NZUSA) | *Te Rōpū Ākonga O Ngā Whare Wānanga O Aotearoa*
[REDACTED]@students.org.nz
354 Lambton Quay, Wellington | PO Box 101-91, Wellington, 6011

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From: [REDACTED] [mailto:[REDACTED]@acc.co.nz]
Sent: Tuesday, 26 September 2017 10:44 AM
To: [REDACTED]@students.org.nz>
Subject: RE: Status Report attached

Hello [REDACTED]

Thanks for your call. Please find attached the tidied up report with just the progress under infrastructure funding to be completed. Once you're happy could you please send back to me as a final and I'll arrange for the invoice to be processed.

Thank you
[REDACTED]

[REDACTED] Injury Prevention Specialist - Violence Portfolio, ACC

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From: [REDACTED]@students.org.nz
Sent: Monday, 25 September 2017 4:55 p.m.
To: [REDACTED]
Subject: RE: Status Report attached

Hi – thanks for the clarity and sending your feedback – we’re almost there yay.

I just left a vm and wanted to check your following comment so we’re on the same page?
How’re you placed for a quick 5 minute chat Tuesday am – before 9am or after 10am?

“This doesn’t say what of the deliverables on the final page of the contract have been achieved, suggest an update here referring back to the breakdown on the final page of the contract”?

Plus – you might be able to talk me though the highlighted sections under the progress and ‘to date’ columns so I can follow suite? I ask as I can’t seem to work out how to remove or update?!

My advance thanks

[REDACTED]

[REDACTED]

New Zealand Union of Students' Associations (NZUSA) | Te Rōpū Ākonga O Ngā Whare Wānanga O Aotearoa
[REDACTED]
354 Lambton Quay, Wellington | PO Box 101-91, Wellington, 6011

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From: [REDACTED] [mailto:[REDACTED]@acc.co.nz]
Sent: Monday, 25 September 2017 8:38 AM
To: [REDACTED]@students.org.nz>
Cc: [REDACTED]@acc.co.nz>; [REDACTED]@thursdaysinblack.org.nz>; [REDACTED]@students.org.nz>
Subject: RE: Status Report attached

Hi [REDACTED]

Please see attached with my comments on the table. I’m happy to discuss if these don’t make sense.

I agree the steering committee need to be given the option of reviewing the table.

[REDACTED]

[REDACTED] Injury Prevention Specialist - Violence Portfolio, ACC

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From: [REDACTED]@students.org.nz]
Sent: Thursday, 21 September 2017 5:32 p.m.
To: [REDACTED]
Cc: [REDACTED]; [REDACTED]
Subject: RE: Status Report attached

Hiya [REDACTED] thanks for your report template feedback. I've attached the updated version along with some comments (while also updating the roadshow details etc.).

I've also started to colour code the actual deliverable descriptions as we start . I thought this might be handy for quick/easy reference that directly corresponds with the deliverables key.
I haven't been able to remove the highlighted sections under the progress column though (are you able to do this)?

I'm in Chch tomorrow for the first roadshow! but happy to update any further suggestions on Monday if needed.

I imagine that the steering committee might also want changes to this template?

Again, thanks for the feedback,

[REDACTED]
[REDACTED]
New Zealand Union of Students' Associations (NZUSA) | Te Rōpū Ākonga O Ngā Whare Wānanga O Aotearoa
[REDACTED]
354 Lambton Quay, Wellington | PO Box 101-91, Wellington, 6011

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From: [REDACTED] [mailto:[REDACTED]@acc.co.nz]
Sent: Thursday, 21 September 2017 11:16 AM
To: [REDACTED]@students.org.nz>; [REDACTED]@students.org.nz>
Cc: [REDACTED]@acc.co.nz>; [REDACTED]thursdaysinblack.org.nz>
Subject: RE: Status Report attached

Hello [REDACTED] and [REDACTED]

Are you able to let me know your thoughts on my comments below and in the attached report, or alternatively send a final report if you agree with my comments? I'm unable to process the August invoice until the final agreed report is confirmed.

Thank you

[REDACTED]
[REDACTED] Injury Prevention Specialist - Violence Portfolio, ACC

ACC cares about the environment – please don't print this email unless it is really necessary. Thank you.

|

From: [REDACTED]
Sent: Friday, 15 September 2017 12:51 p.m.
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Status Report attached

Hello [REDACTED]

Thank you for the draft monthly report.

I've attached a copy with my comments and edits.

My main feedback is I think any reporting should be directly aligned with the deliverables in the contract. Renaming and restructuring the deliverables means we (ACC) would then need to cross reference the report with the deliverables in the contract, which seems to me to be counter-intuitive resulting in duplication and additional work. My thinking with the monthly reporting is it needs to be useful for both ACC and NZUSA and also clear to the steering committee (given that's what they will be basing their discussions on). Restructuring and renaming the deliverables would confuse this.

I also wonder what the consistent headings are that the template will contain. My interpretation of the draft report is these will be:

- Status overview
- Issues / gaps
- Successes
- Deliverables

Happy to discuss further if you'd like.

Best wishes

[REDACTED]

|

[REDACTED] Injury Prevention Specialist - Violence Portfolio, ACC

ACC cares about the environment – please don't print this email unless it is really necessary. Thank you.

From: [REDACTED] [students.org.nz](mailto:[REDACTED]@students.org.nz)
Sent: Tuesday, 12 September 2017 2:13 p.m.
To: [REDACTED]
Subject: Status Report attached

Hi [REDACTED]

Please let us know if this is more or less than what you're looking for and any other suggestions.

Thanks

██████████

Ngā mihi
██

**NZUSA The New Zealand Union of Students' Associations | Te Rōpū Ākonga O Ngā Whare
Wānanga O Aotearoa**

██
354 Lambton Quay, Wellington | PO Box 101-91, Wellington, 6011

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Ngā mihi,

██
New Zealand Union of Students' Associations (NZUSA) | Te Rōpū Ākonga O Ngā Whare Wānanga O Aotearoa

██
354 Lambton Quay, Wellington | PO Box 101-91, Wellington, 6011

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[REDACTED]

From: Jonathan Gee <president@students.org.nz>
Sent: Tuesday, 30 January 2018 12:51 PM
To: [REDACTED]; [REDACTED]
Subject: Re: SVP on tertiary campuses - contract suspension

Hi [REDACTED]

Thanks for your email. As discussed, I agree to the contract suspension and look forward to working with you to agree on next steps.

Thanks,

Jonathan Gee | National President

New Zealand Union of Students' Associations (NZUSA) | *Te Rōpū Ākonga O Ngā Whare Wānanga O Aotearoa*

[REDACTED] students.org.nz

354 Lambton Quay, Wellington | PO Box 101-91, Wellington, 6011

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From: [REDACTED] <[REDACTED]@acc.co.nz>
Sent: Monday, 29 January 2018 3:48:53 p.m.
To: Jonathan Gee
Subject: SVP on tertiary campuses - contract suspension

Good afternoon Jono

Further to our discussion last week, please find attached a letter from the Head of Injury Prevention Partnerships and Delivery. I would appreciate if you could please confirm you agree to the contract suspension.

I have a meeting with [REDACTED] and procurement and legal advisors on 1 February, if you could send a summary of your proposed contract options prior to then that would be great.

Thank you
[REDACTED]

[REDACTED] Injury Prevention Specialist - Violence Portfolio, ACC

[REDACTED]
ACC / Injury Prevention / Justice Centre - Level 14
PO Box 242 / Wellington 6011 / New Zealand / www.acc.co.nz

ACC

www.acc.co.nz

Everyone in New Zealand is covered by our no-fault scheme if they've been injured in an accident. The cover we provide helps pay for the costs of your recovery.

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