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Welfare Officer  
2<sup>nd</sup> Quarter Report 2018  
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## **PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES**

- 1.1 *Assume all the powers and duties of the President in the absence of the President, the Administrative Vice-President, the Finance Officer and the Education Officer.*

Currently it has not been a requirement to fulfill this duty, although if needed I could certainly do so.

- 1.2 *Be a member of appropriate internal committees of the Association, including, but not limited to:*
- 1.2.1 *Standing Committee of the Executive;*
  - 1.2.2 *Postgraduate Committee;*
  - 1.2.3 *Colleges Committee; and*
  - 1.2.4 *Welfare Committee.*

I have attended every Executive meeting in the second quarter of 2018. I believe the Postgraduate Committee has not met as of yet, but I look forward to attending when the time comes. I believe that the Colleges Committee no longer requires me to be a member on it.

The Welfare Committee has met four times this quarter, on March the 22<sup>nd</sup>, April the 26<sup>th</sup>, May the 17<sup>th</sup> and May the 31<sup>st</sup>.

- 1.3 *Chair monthly meetings of the Welfare Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.*

I have met with the Welfare Committee five times in 2018, and chaired each meeting. All meetings have had agendas circulated in advance, usually a week in advance, and all standing orders of the committee are adhered to.

- 1.4 *Take direction from the Welfare Committee on all welfare matters relevant to the Association and its members.*

The Welfare Committee meetings have been focused around conversing about student welfare as opposed to passing motions. I take direction from the Welfare Committee regularly, including: how to conduct the Thursdays in Black campaign; how to deal with any issues around the Women's Room or Parent's Room; how to deal with any issues that students or staff approach me with; and how policies and guidelines should look on various committees that I'm involved with. The Welfare Committee always has sage advice that keeps me grounded and helps me to find the best way forward.

- 1.5 *Where reasonable, ensure that as many different representatives of student welfare issues are present on the Welfare Committee as possible.*

The Welfare Committee is set to be comprised of the Welfare Officer, the President, another executive officer, a representative of TRM, a representative of OUSA Student Support, and four general student representatives. I believe I have fulfilled this through the appointment of Caitlin Barlow-Groome (OUSA President); myself; Umi Asaka, Roger Yan and Kirio Birks (other executive officers); Keely Ranga (TRM representative); Sophie Graham (Student Support representative); and Finn Shewell, Finnlay Allerston, Tanya Findlater, Rachel Hutchison, Francesca Dykes, Andrew Rudolph, and Sinead Gill (general student representatives). These members were chosen to represent a diverse range of the student experience. Whilst Rachel Hutchison has now stepped down, the Welfare Committee is more than large enough to accommodate for her absence.

- 1.6 *In order to provide feedback and information, liaise weekly with members of the Welfare Committee, including, but not limited to:*
- 1.6.1 *Disabilities Rep*
  - 1.6.2 *Queer Rep*
  - 1.6.3 *Sustainability Rep*
  - 1.6.4 *Woman's Rep*

N/A – Positions no longer exist

- 1.7 *Where appropriate, act as the Association's spokesperson on all welfare related issues, briefing the President on national and local tertiary sector welfare issues and representing the welfare interests of students on local body committees and boards.*

This quarter again this has not been required of me, although I would be happy to act as the Association's spokesperson if required. Caitlin and I talk about welfare issues prior to her speaking to media as well.

- 1.8 *Actively inform the student body of issues relating to their welfare, via publications, promotions and campaigns.*

Thursdays in Black has gone well this semester, with an event every fortnight for the duration of lecture weeks. Norhan and I have met with Melanie Beres often to work on our Safe Colleges Campaign.

- 1.9 *Maintain a good working relationship with relevant OUSA staff, including the Student Support Centre Manager, Queer Support Coordinator and Advocates, meeting with them weekly where possible and liaising with them on relevant welfare issues as they arise.*

I meet with Sage regularly, and with Hahna, Justene and Sophie less regularly. I believe I have established an excellent working relationship with all staff members. I consult with Sage on my activities, and where possible advise him on relevant welfare student-related issues. I recently attended Student Support's mid-year planning meeting, which I found very helpful. I regularly ask any staff member of Student Support for advice.

- 1.10 *In consultation with the Student Support Centre Manager, maintain a good working relationship with community organisations and groups that may provide services to the benefit of student welfare.*

This quarter, two members of the Welfare Committee have also been members of Rape Crisis, and I have met with them to discuss relevant welfare related issues. From now, only one member will sit on both, but this will still be sufficient to ensure good communication between OUSA and Rape Crisis. I also have met with members of the group Students Against Sexual Violence multiple times for welfare related issues, specifically Thursdays in Black, and a member of that group also sits on the Welfare Committee. I have also met with two members of the Muslim University Students' Association executive. I am involved in the Women's+ Club too. I regularly attend Silverline meetings. This quarter I have maintained a good working relationship with Life Matters Suicide Prevention Trust as well, including sitting on a panel for their event *Breaking the Silence*.

- 1.11 *Maintain a good working relationship with the 'Are You OK?' coordinators to ensure, where reasonable, Executive assistance is available.*

Only one large Are You Okay? event occurred this quarter, which was Hyde St. Executive assistance was unnecessary.

- 1.12 *Facilitate a variety of student representation on welfare related University Committees.*

This quarter I have missed one meeting of Healthy University Advisory Group (HUAG), due to my time in Australia, but I was able to send Kirio in my place. I attended three HUAG meetings, one Equity Advisory Committee meeting, one Ethical Behaviour Committee meeting, and three Otago Tertiary Chaplaincy Board meetings.

- 1.13 *Maintain a good working relationship with the University, particularly with:*  
1.13.1 *The Director of Student Services; and*  
1.13.2 *The Director of Student Health.*

I have been in contact with Kim Ma'ia'i as the Director of Student Health with regards to free flu jabs, and through sitting on HUAG with him. I have also been in contact with Karyn Thompson as the Director of Student Services, again through HUAG, but also through her various contact with the OUSA Executive. I have also met with other members of the university, such as Dave Scott and Geoff Burns, to discuss initiations and security in the Parent's Room; Martin Jones, to discuss the Women's Room, the Parent's Room, and Thursdays in Black events; Kasey Miles from UniCrew; Damien Scarf, to discuss wellbeing plans for the student body; Jamie Gilbertson and Christina Watson-Mills, to discuss the Safe Colleges Campaign; Christina Hulbe, to discuss the position on the Equity Advisory Committee; and Melanie Beres, to discuss Te Whare Tawharau.

- 1.14 *Liaise with the Recreation Portfolio Executive Officer to assist those affiliated clubs that have a focus on student welfare.*

I have reached out to OUMSA, but had no reply. I have met with executive members from MUSA as well. Next semester I intend to meet with Welfare Officers of affiliated clubs to allow them to network and so I can offer assistance.

1.15 *Be available via cellular phone at all practical times.*

I am consistently available by both email and cellphone when practical.

1.16 *Perform the general duties of all Executive Officers.*

See part two.

1.16 *Where practical, work not less than twenty hours per week, from January 1 until December 31.*

For two weeks when I was in Australia, and for one week when I had a 40% assignment due, I worked less than 20 hours per week, but I made up for them in the weeks leading up to these events. Every other week, I have worked significantly more than 20 hours per week.

## **PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS**

2.1 *Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:*

2.1.1 *Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;*

2.1.2 *At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;*

2.1.3 *Collecting for the capping charity; and*

2.1.4 *Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.*

I assisted through Are You Okay? at Hyde St, and was a safety contact for that event. I have not done any other Are You Okay? events since then. Referenda week was a busy week, with lecture-bashing multiple times and sitting on the stall encouraging people to vote as well. I also helped out at the Referendum Forum, on the barbeque, at the Student General Meeting, and at Tertiary Open Day. I have not been asked to collect for the capping charity, but look forward to doing so if required.

2.2 *Where reasonable, all Executive Officers are to be available for Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions.*

I have attended all executive meetings, and also attended a meeting via Zoom for the National Welfare Committee.

2.3 *All Executive Officers with control of budget lines, or who have been allocated a budget line, shall maintain detailed budgets and not exceed their budgeted expenditure.*

My spending is done with the advice of the Welfare Committee and with the permission and assistance of Sam, the Finance Officer. Thus far I have not exceeded my budget.

*2.4 All Executive Officers, where possible, shall maintain regular, publicised office hours, and are expected to regularly check and respond to all correspondence received.*

I maintain regular office hours of 12pm-2pm on Tuesdays and a reception hour at Main Office from 2pm-3pm on Thursdays. I am always available by phone and email as well.

*2.5 All Executive Officers shall every quarter undertake five hours of voluntary service which contributes to the local community.*

I have exceeded this through volunteering for Are You Okay at Hyde St, which took around 9 hours.

### **PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES**

I was unable to attend a meeting of the Healthy University Advisory Group, so I prepared Kirio to attend in my place; this went so well that they offered him a place on the Group. I attended three meetings of HUAG. I have attended two Silverline meetings. I have attended two meetings of Science Divisional Standing Committee. I have attended one meeting of Science Divisional Board. I have attended three meetings of the Otago Tertiary Chaplaincy Trust Board, and the induction service for the new Māori Chaplain. I have attended one meeting of the Equity Advisory Committee. I sat on a panel for AskOtago. And I have attended one meeting of Ethical Behaviour Committee.

I have attended two meetings of the Elections Review Committee. I have attended two meetings of the working group for Diversity Week. I attended a meeting via Zoom of the National Welfare Committee. I have attended Student Support's mid-year planning meeting. I was unable to attend the Education Committee meeting due to a clash. I have chaired the Welfare Committee. I also sit on the Hardship Fund Panel. I will be sitting on the Postgraduate Committee when this begins meeting.

### **PART FOUR: GENERAL**

This quarter has felt quite busy for me. One success was getting myself a seat on the Equity Advisory Group, which hasn't had a student sitting on it for three years. My hope is that this seat will become permanent.

Thursdays in Black has gone well this semester, with an event on average every fortnight. We are still figuring out what works and what doesn't, but the system of having student leaders seems to be working well. The feedback from the events is very positive, with many students now seeming to know of Thursdays in Black, telling us that we have an established presence on campus.

The Women's Room has been a focus of mine this semester. Myself and two members of the Welfare Committee bought a lot of things for the room, including lights, a lamp, a blanket, new beanbags, artwork, a scent diffuser, a clock, colouring books and pencils, coffee, tea, milk powder, and milo. The feedback we have gathered from the room has been overwhelmingly positive, and when I go into the room the users of the room compliment the changes we have made in there. One ongoing problem for me has been the microwave issue; the microwave in the Women's Room was removed in May of 2016. After a much discussion we have an agreement with the university that a microwave can be trialled until the end of 2018.

The Parent's Room is another focus, with allegations of stealing in there. I have met with Martin Jones and Geoff Burns to identify solutions to this problem, and we are hopeful this will make a difference.

I have met with students, and on occasion staff, when they come to me with welfare issues that they have identified around the university multiple times. This can be stressful but it is ultimately rewarding. Some issues are less urgent and I can focus on them later in the year when things slow down for me; some are more urgent or important and have shaped my work this year. I have always gone to the Welfare Committee for advice in the more important situations, and one I took to the National Welfare Committee.

I have supported student groups to run events around welfare issues on campus, such as Rape Awareness Week, and Period Week.

I attended a training for university staff on Pastoral Care, and spoke about my experience as a student and what OUSA can offer in that area.

The "Protection" Shots campaign has been a good focus for me this semester, and now we are all ready to launch in Re-Orientation Week. This has involved meeting with several members of the Dunedin community, including the police, so it has been very interesting.

I made a submission on behalf of OUSA to Stats NZ, another one on the Residential Tenancy Act Amendment, and one to the Mental Health and Addiction Inquiry. I also held two events to gather student feedback for the Mental Health and Addiction Inquiry. Internally, I submitted on behalf of students to the potential changes at a department within the university.

It has been amazing sitting on the Otago Tertiary Chaplaincy Trust Board this semester. I was asked to sit on the Appointment Committee for the new 0.5 Chaplaincy position at the university, which was an honour. I also spoke at Wayne's induction service and bought gifts for the new chaplains.

I have set up the partnership with the Wā Collective to provide discounted menstrual cups to students for the second semester of this year. This is nearly all set to go!

## **PROGRESS ON GOALS**

- 1) Establish a lasting, working framework for Thursdays in Black that will continue in the future, independent of future Welfare Officers.

With an event every fortnight we are creating a lasting presence on campus. In the second semester we intend to finalise this into a set framework.

- 2) Empower students to coordinate Thursdays in Black events, with the goal of at least one per fortnight in the second semester.

One event per fortnight has occurred this semester, and we have plans for student groups to hold events next semester as well, so I am confident that this goal will be met.

- 3) Establish safe relationship workshops in at least five colleges.

Norhan and I have met with Melanie Beres on multiple occasions, and we are confident that this goal will be met through consent workshops in colleges in the second semester.

- 4) Set up a mentoring program for the current exec and put steps in place to ensure this continues in the future.

Norhan has kindly taken the lead on this due to my heavy workload. After discussion with Alison Stewart it was decided that executive members can take the initiative and reach out to staff members for mentors themselves.

- 5) Contribute to the creation of a Suicide Prevention policy.

This has been identified as a goal of HUAG since writing these goals. It has since been morphed into a framework, but contributing to it has been very relevant and rewarding this quarter.

- 6) Create "Wellbeing Messages" and ensure they are in place in all major lecture theatres.

After having spoken to the creator of Wellbeing Messages in Victoria, I now realise that this took 4 years, and may not be achievable for me. I intend to propose this as an item for HUAG to take on.

300 words