

Abigail Clark  
Welfare Officer  
3<sup>rd</sup> Quarter Report 2018  
Submitted 19-09-2018 at 5:00pm  
2287 words

## **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 third quarter of 2018, including some emergency meetings. The Postgraduate Committee has not met 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 twice this quarter.

- 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 only twice this quarter, due to my being busy, and the elections. I've 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.*

I take many matters about student welfare to the Welfare Committee and have always found the advice to be helpful, and I have adhered to this advice when possible. 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.

- 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, Francesca Dykes, Andrew Rudolph, and Sinead Gill (general student representatives). These members were chosen to represent a diverse range of the student experience. Although Kirio Birks resigned from his position and therefore the Welfare Committee, this doesn't affect membership requirements of the committee.

- 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 been a little quieter this semester as both the Student Leader and I have become busier. I have been somewhat involved in the Campaign to Fix Renting. I have launched the Safety Shots campaign, providing patrons in bars ways to ask bar staff for help to get home safely.

- 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 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, a member of the Welfare Committee has also been a member of Rape Crisis, and I have met with them to discuss relevant welfare related issues. 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 am involved in the Women's+ Club. I regularly attend Silverline meetings, and attended Silverline Live as a representative of OUSA. 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*. I am involved at Te Whare Tāwharau as a volunteer. I have met with Olie from the Wā Collective too.

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

There were several small Are You Okay events this quarter, and I attended all that I could. Assistance from other executive members was unnecessary.

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

This quarter I attended one Equity Action Plan Meeting, three HUAG meetings, two Chaplaincy Board meetings and the Chaplaincy Board AGM, one Equity Advisory Committee meeting, and one Ethical Behaviour Committee meeting.

- 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.*

Unfortunately Dr Kim Ma'ia'i resigned as the Director of Student Health at the start of this quarter, but I was able to attend his farewell, which I enjoyed. I have been in contact with Karyn Thompson as the Director of Student Services, 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; and Sze-En Watts and Kasey Miles from UniCrew.

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

This semester we began a campaign to encourage minority groups to run for OUSA executive positions, so I reached out to UniQ and Women's+ Club. Unfortunately I never heard back from UniQ and it became too difficult to organize a meeting with Women's+ Club, due to conflicting schedules.

- 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.*

Most weeks I have worked more than twenty hours per week, and when I haven't it has been due to illness or assignments. I have made up for it in other weeks.

## **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 have assisted at three Are You Okay events this semester and I was a safety contact at those events. I assist other executive members with general campaigns as well – such as Roger's monthly meeting on mental health, and Roger and Norhan's RA forum. 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.

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 thrice this quarter, through my volunteering three hours each week at Te Whare Tāwharau, and through my recent appointment as Secretary to the Dunedin Pride incorporated Management Committee. This amounts to around 35 hours.

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

I have attended all meetings of the Healthy University Advisory Group this semester. I have attended three Silverline meetings. I have attended two meetings of Science Divisional Standing Committee, and two of Science Divisional Board. I have attended two meetings of the Chaplaincy Trust Board, their AGM, and the induction service for the new Chaplain, Olivia. I have attended one meeting of the Ethical Behaviour Committee. I have attended one meeting of the Equity Advisory Committee, and one of the Equity Action Plan meeting. I sat on a panel for Te Whare Tāwharau's inaugural symposium. I have attended one meeting of the North Dunedin Community Safety group in Caitlin's place.

I have attended one meeting of the Elections Review Committee. I attended one meeting of the Education Committee. 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**

I partnered with the Wā Collective this semester. I'm very happy with how this has gone, with around 55 cups distributed the first month, and about 95 the second. While out Marketing and Communication Department has been quite stretched, the advertising has been good old-fashioned word of mouth and posters, which seems to be successful thus far.

The Safety Shots campaign has started in Dunedin bars. I put posters up detailing the campaign, and intend to follow up on their progress shortly.

In the Women's Room we now have a microwave, which I have been checking daily. I've only had to clean it once in the almost two months it has been in there. This indicates the users of the room has taking care of it. The Welfare Committee and I also painted a wall in there in bright colours and with blackboard paint, which has brightened the whole room up. In two weeks' time I am intending to do research into the expansion of the policy of the Women's Room to allow non-binary people to use the room. This is a project I am really excited about.

We haven't done so much for Thursdays in Black this semester, with only a couple of events. Unfortunately I have been quite busy, as has the Student Leader.



otago uni **students'** association

Since last quarter I have put in several mugs and sets of cutlery into the Parent's Room, after there were allegations of stealing. I also put up several signs asking people to respect the room, and a sticker indicating that the door to the room was monitored by CCTV. There have been no further allegations. A new problem is that the couches were peeling, and this could be a choking hazard, so I removed them and am in the process of replacing them.

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.

I attended two trainings for university staff after being invited by Alison Stewart, and spoke about my experience as a student and what OUSA can offer in that area.

I made a submission to the Election Access Fund Bill.

I have really enjoyed sitting on the Chaplaincy Board this semester. It was an honour to arrange a gift for Olivia and to speak at her induction.

James and I met with Clinton Goulding and Paul Trebilco about Content Forecasting. This resulted in a forum on this topic being held for staff last month.

## **PROGRESS ON GOALS**

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

The Student Leader and I are working on the events, and we intend to finalise a framework with the incoming Welfare Officer.

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

This semester we have been unable to meet this goal.

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

Last I heard this goal was not going to be met. Unfortunately students that are interested in consent workshops tend to already be practising consensual sex and therefore don't need the workshops; while students that maybe do need to the workshops don't tend to think this is super important. Hence the workshops were not very popular.

- 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. (No update since last quarter).

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

This has been modified into a framework, which is something I intend to do student consultation on next week in the form of focus groups.

- 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. (No update since last quarter)

302 words