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President  
1st Quarter Report 2020  
Submitted 18-03-2020 at 11:00am  
3009 words

## **Part One: Executive Officer Position Description Duties**

### **4.1 Be the official spokesperson for the Association.**

I have been the official spokesperson for this quarter, speaking on behalf of OUSA in various cases. This includes pieces in Uni101, Compass magazine, the Ori '20 Mag, and for the upcoming Undergraduate Prospectus for the University. I additionally have spoken at various events, including the first barbeque for summer school and the Academic Convocation Ceremony, with a crowd of around 4000 students.

I have been interviewed, quoted, and/or featured in the Otago Daily Times, the Star, Stuff, Channel 39, and others for articles on summer school, Starters Bar, Orientation, alcohol advertising, the student skips, the Agnew Street Party, an Albany Street Pedestrian Crossing, the availability of housing for students, and the Code of Conduct.

I also spoke on behalf of OUSA at a memorial for Kevin Lee, who tragically passed away several weeks ago.

### **4.2 In liaison with the appropriate affected parties, coordinate and oversee all interactions by the Association with other student associations, media organisations, the University of Otago, the Government of New Zealand, local authorities and any other external organisations and their representatives.**

I have coordinated and overseen such interactions. This includes, but is not limited to, the aforementioned media outlets, the University of Otago, Dunedin City Council, New Zealand Union of Students' Associations (NZUSA), local students' associations, Student Job Search, and the Ministry of Social Development.

### **4.3 Maintain a good working relationship with the Otago Polytechnic Students' Association (OPSA), and coordinate joint activities whenever appropriate and practical.**

I believe I have, and continue to have, a good working relationship with the Otago Polytechnic Students' Association (OPSA), meeting with their president, Nathan Laurie, on a regular basis. The OUSA and OPSA Executives took part in a joint pizza night with NZUSA, and Nathan and I are scheduled to meet regularly with the Mayor of Dunedin.

### **4.4 Be the Association's official representative on relevant external boards, committees or executives, including, but not limited to:**

#### **4.4.1 Council of the University of Otago (and requisite sub-committees);**

I am the student representative on the Council of the University of Otago. So far, we have had two council meetings. I am also a member of two sub-committees, the Appeals Board and Finance and Budget Committee, and have attended all of these meetings so far.

#### **4.4.2 University of Otago Senate;**

I am a member of the University Senate. So far there have been two meetings, the second of which was cancelled due to insufficient items on the agenda.

#### **4.4.3 New Zealand University Students' Association's Executive; and**

I am a member of the New Zealand Union of Students' Associations Executive. There have been two meetings so far, both of which I attended. I have also taken part in the President's Training and the NZUSA Conference on behalf of the Association.

**4.4.4 Any other national student body affiliate where applicable.**

I am not a member of any other national student body affiliate.

**4.5 Hold membership and, where reasonable, attend all internal committees of the Association.**

I hold membership of all internal committees of the Association, although several of these have not met as of yet. I have attended all-but-one meetings of the Finance and Expenditure Committee and did not attend the one meeting of the Welfare Committee so far due to a schedule clash.

**4.6 Be given first opportunity for appointment as a Director of any company where the Association holds the power to make such an appointment, including, but not limited to:**

**4.6.1 University Union Limited; and;**

I was given first opportunity for appointment to the University Union Limited Board. Finance and Strategy Officer, Josh Meikle serves on this board.

**4.6.2 University Book Shop Otago Limited.**

I am a Director of the University Book Shop Otago Limited.

**4.7 Chair all meetings of the OUSA Executive and ensure that the standing orders of the Executive are adhered to.**

Completed – I have chaired all meetings and, with the much-appreciated guidance of the Association Secretary, ensured that the standing orders of the Executive are adhered to.

**4.8 Ensure that an adequate level of consultation between the Executive and staff is maintained on all relevant matters of interest to the Association.**

Completed, although this is a constant work in progress. Much of this consultation has been undertaken by the Administrative Vice-President, as she has been involved in more items that warrant consultation than me. This was seen during the development of the Strategic Plan 2020 to 2023, when staff were invited to give feedback before its contents was finalised. While not technically consultation, the Chief Executive Officer has facilitated communication between departments over recent weeks due to the developing impact of COVID-19 on the Association, and the Executive is present at these meetings.

**4.9 Where relevant matters arise, prepare verbal reports to the executive and a monthly written summary for the Executive of all relevant matters of interest to the Association.**

This has not proven necessary - the Executive has been reported to and kept up to date via other means. Should the need arise I will take this up.

**4.10 Maintain a good working relationship with the Chief Executive Officer and, where reasonable, meet with them on a weekly basis.**

I believe I have maintained a strong working relationship with the Chief Executive Officer, Debbie Downs, and will continue to do so. We meet on a regular basis and I am very proud of the work Debbie has done this year, particularly in the constantly developing environment that is COVID-19.

**4.11 Maintain a good working relationship with the Administrative Vice President, Finance and Strategy Officer, Academic Representative and Welfare Equity, meet with them weekly and, where reasonable, liaise with them on a daily basis.**

I believe I have maintained a strong working relationship with the aforementioned Executive members and am confident they would say the same. We meet regularly and work collaboratively, and I have full confidence in them as they've been settling into their portfolios.

**4.12 Maintain a good working relationship with all other Executive Officers and, where reasonable, liaise with them individually on a weekly basis.**

Same answer as 4.11

**4.13 In conjunction with the Finance and Strategy Officer, oversee any political campaigns undertaken by the Association, actively seeking to inform the student body and general public on student issues and concerns.**

This quarter there have been no political campaigns to oversee. Planning for our General Election and Referenda has begun, however, alongside the Political Representative, Francesca Dykes.

**4.14 Supervise the Chief Executive Officer on behalf of the Executive.**

Completed - As well as my points in 4.10, I have acted as supervisor for the Chief Executive Officer and have stayed up-to-date with her work. She has been very communicative of items that require my attention, and I have done the same.

**4.15 Be available via cell phone at all practical times.**

Completed - my office number redirects to my mobile phone, so I'm available at impractical times as well.

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

Completed – see Part Two.

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

I can confidently say that I have fulfilled this – the newly implemented weekly breakdowns have proved very helpful in this regard. Using my very limited arithmetic aptitude, I calculated that, on average, I have worked just over 40 hours a week this quarter.

**Part Two: General Duties of All Executive Members**

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

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

Completed – I endeavoured to be present at these activities even when not rostered on.

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

N/A.

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

Completed – I have, where reasonable, been available for all of these.

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

N/A.

**3.4 All Executive Officers are to educate themselves on needs and experiences relevant to historically marginalised demographic groups including intersectionality and promote and encourage all demographics to participate, where relevant, in clubs, societies, committees and OUSA events.**

Completed, although there is always room for improvement and something new to learn. In everything I do, I endeavour to make OUSA as accessible to people of all demographics as possible, and I welcome any feedback on how I can improve this.

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

Outside of volunteering at OUSA events and the aspects of my work that blur the line between volunteering and required work, I took part in a two-person beach clean-up during Summer School. The sun was out, the waves were majestic, and the local seagulls were very appreciative of our efforts.

Jokes aside, I feel I have underperformed in this area, and will be proactive in finding opportunities to volunteer in the local community moving forward.

**3.6 All Executive Officers are expected to regularly check and respond to all correspondence received.**

Completed.

### **Part Three: Attendance and Involvement in OUSA and University Committees**

Outside of the internal and external committees stipulated in my job description, I also sit on the following committees:

Campus Life Events Committee (University, no meetings so far)

Incident Management Team for COVID-19 (University, daily meetings that I attend when practical)

Community Engagement Governance Committee (University, one meeting so far that I attended)

First Year Transition Network (University, one meeting so far that I could not attend due to clashing commitments)

Healthy Campus Workgroup (University, one meeting so far that I attended)

Outside of OUSA and University Committee meetings, I have also represented students and the Association in meetings with various people. I meet regularly, alongside the Chief Executive Officer and the Manager of Marketing and Communications, with the key stakeholders in the Good One party register, to monitor its activity and provide key decision making. I had a meeting with Heads of Career Services from universities all over New Zealand to discuss how to best reach students. I've also had subsequent meetings with the Career Development Centre at the University to work on achieving this at Otago. I met with the founders of the FlatPack Company to see if we could collaborate to provide their service to students. I have also arranged monthly meetings with the Mayor of Dunedin, Aaron Hawkins, and meetings every six weeks with the Minister of Health, Dr David Clark. These should prove great opportunities to bring up student issues and build strong lines of communication.

### **Part Four: Goals and your Progress**

As this is an elected position, the goals I have chosen are based off those I ran on in the 2019 Executive Elections. In my quarterly reports as the 2019 Colleges Officer, I noted that

the regular day-to-day requirements of members of the Executive can either get in the way of the goals you set, or require that they be adaptable to changing circumstances. I have chosen the latter, and the continuing implications of COVID-19 have reaffirmed this decision for me.

### 1. Student Safety

If my campaign were defined by only one goal, it would be this. My time as a student, recent developments such as COVID-19, and recent tragedies such as the passing of Sophia Crestani and Kevin Lee, have shown me the importance of keeping students safe, both on and off campus. This will take multiple forms, from supporting and collaborating on initiatives about mental wellbeing, working with Thursdays in Black Otago to strengthen their efforts in sexual violence prevention, and exploring the future of OUSA's harm reduction efforts. This is already underway, including two specific efforts I'm undertaking with two students (the implementation of Hannah Morgan's Swim Strait for Life funds and the feasibility of a sensory room on campus with Lauren Dewhirst). Marketing material around hygiene and best practice related to COVID-19 has been pushed out and received well, and substance checking for Orientation (alongside KnowYourStuffNZ) was a success. Unfortunately, I was unable to organise substance checking for St Patrick's Day due to capacity restrictions with KnowYourStuffNZ, although it is worth noting that the rising requirement for social distancing would have likely gotten in the way of such a service running anyway. Regardless, this was greatly disappointing for me, and I will be addressing this by seeking to secure a more sustainable means of providing harm reduction services to students.

### 2. Hold local body officials to account

I intend to see the efforts of the 2019 Executive in the Local Body Elections through and hold elected officials accountable. Various elected officials pledged to student-focused policies, and I will be meeting with members of the DCC, ORC, and SDHB to lobby them to progress towards getting these policies implemented. A preliminary plan and timeline has been laid out for this, which was ticked off by the Executive.

### 3. Goal Three: General Election and Referenda

I want to facilitate a strong student voice for the 2020 General Election and Referenda by pushing for student enrolment, issue-based education, and voter turnout to be as high as possible. Josh Meikle and Francesca Dykes have already made great headway with the planning for this, and I'll be contributing to the efforts, as well as incorporating NZUSA's election plans on campus wherever practical.

### 4. Actively support the Executive

It is vital that the Executive is supported in their work, both as they're settling in and all year round. I intend to be available to all members of the Executive when it comes to progress on their goals, navigating the bureaucratic jungle that is the University, and supporting them professionally. I've maintained an open-door policy and will continue to do so, and have already supported members of the Executive in multiple cases with their work.

Between the time of submission and now, the implications of COVID-19 for the Association have risen dramatically. We are not at Alert Level 4, and OUSA, the University, and indeed the country are beginning the transition to working from home. Because of this, I'd like to add a further goal to this section:

### 5. Advocate for students and govern OUSA during the COVID-19 pandemic

In this section of each quarterly report, I will provide updates on how I, and the Executive, have addressed challenges that arise due to the COVID-19 pandemic. COVID-19 has already had a profound impact on OUSA and the University. As the University transitions to online teaching and supporting students during Alert Level 4, we must ensure that our advocacy for students is adaptive and maintained. We must also ensure that our services,

including support services, continue to operate and be available to students in this new environment.

While it is technically the second quarter now, I believe the following progress warrants being noted here. Immediately before the Prime Minister's announcement of the transition to Alert Level 3 and 4, I was brought in to the Vice Chancellor's Strategic Emergency Management Group as the student representative, and have been invited to attend meetings as a member of the University Council to provide governance advice during the pandemic. I have established strong lines of communication with the University during this time, including monthly meetings with the Vice-Chancellor and Chief Operating Officer, and regular opportunities to bring up issues with members of the senior executive team of the University. Josh Meikle has also made great progress on adapting our campaigns and initiatives to the Alert Level 4 environment, and progress on this will be noted in future reports.

### **Part Five: General**

This quarter has gone by faster than a toupee in a hurricane (I intend to, if applicable, reuse this joke in every report). Here is a list of some of the work I have done that doesn't neatly fit into any of the previous sections. This list is not exhaustive and in no particular order:

- Led a CEO remuneration review process
- Met monthly with the Vice-Chancellor
- Ensured a weekly social media presence from the Executive
- Established a strong line of communication between the Executive and the Marketing and Comms department
- Volunteering for Summer in Dunners
- Signed the Service Level Agreement negotiated in 2019 with the University
- Talked with the FlatPack Company about their work and shared interests
- Explored student representation on a Fire and Emergency NZ community committee
- Received a Radio One technical induction (keep it locked)
- Helped with the packing of the Compass magazine
- Met on a regular basis with the stakeholders of the Good One party register
- Met with the Minister for Health, Dr David Clark
- Met with the National Party's spokesperson for Health, Michael Woodhouse
- Taken part in professional induction into the University Council
- Served up some grub at the summer school BBQ's
- Met with Heads of Career Services from universities all over New Zealand
- Worked on student engagement with the Head of the Career Development Centre at the University
- NZUSA National Executive training
- NZUSA Conference
- NZUSA Executive meeting
- Met with the Mayor of Dunedin and had regular contact
- Talked with members of the Tramping Club executive after the tragic death of Kevin Lee
- Contributed to the curation of submissions on the Sexual Violence Legislation Bill and the Residential Tenancies Amendment Bill (shout out to Francesca Dykes, Kayli Taylor, and Jack Saunders)
- Been consulted on for the Code of Practice for Pastoral Care by the Ministry of Education
- Facilitated a campus visit by the NZUSA President and Co-Vice President
- Met with relevant stakeholders about the skip services in the student precinct

- Watched Selwyn smash Knox in their inter-college chess