

NOTICE OF MEETING
48th STUDENT ASSOCIATION COUNCIL

Notice is hereby given of the 3rd Ordinary Council Meeting of the 48th Student Association Council (3/48, 3/18) to commence
8th May 2018 3:30pm to 5:00pm **Townsville Location: 134; 105** **Cairns Location: E002; 111**

1. APOLOGIES AND PROXIES

2. DECLARATION OF CONFLICTS OF INTEREST

3. APPROVAL OF UNSTARRED ITEMS

The Chair will invite members to indicate which unstarred items they wish to star.

Thereupon, all unstarred items will be deemed to have been approved or noted as approved or noted as presented.

4. CONFIRMATION OF MINUTES & FLYING MINUTES

4.1 Minutes of 2nd Ordinary Council Meeting (2/48; 2/18) – 10th April 2018

5. LEGAL MATTERS

Nil

6. REPORTS

- 6.1 President's report
- 6.2 Vice President report
- 6.3 Cairns Campus Officer report
- 6.4 Townsville Campus Officer report
- 6.5 International Student Officer report
- 6.6 Equity & Diversity Officer report
- 6.7 Postgraduate student officer report
- 6.8 Finance officer report
- 6.9 Advocacy report

7. GENERAL BUSINESS

- 7.1 Workplace Health and Safety Report (AE)
- 7.2 Uni Bar Agreement (AE)

8. QUESTION TIME

Members of the Student Association may direct questions in writing to officers of the Student Association through the Secretary.
Questions may be put on notice.

Catherine Fraser
Secretary to JCUSA Council

MINUTES OF MEETING
48th STUDENT ASSOCIATION COUNCIL

Meeting opened by Kimberley Rogers-Ford (President, Chair) at 3:37pm Tuesday 8th May 2018

PRESENT:

Kimberley Rogers-Ford (President), Scott Morrissey (Vice President), Sebastian Romhany (International Officer), Louise Stack (Equity & Diversity Officer), Stephen Naylor (VC Nominee), Alison Edwards (General Manager), Catherine Fraser (Secretary)

Via Video Link in Cairns: Jesse Argent (Cairns Campus Officer), Hala Hijleh (Staff Representative)

RESOLVED:

That the agenda be amended to include Ratification of motions at 2nd Remuneration Committee to be addressed in General Business as Item 7.3

Moved: KRF
Seconded: SM
All in Favour

1. APOLOGIES AND PROXIES

Adam Stapes (Townsville Campus Officer) is an apology. Proxy given to Scott Morrissey

2. DECLARATION OF CONFLICTS OF INTEREST

Standing conflicts as declared in 1st Ordinary Council Meeting (06/03/2018)

JA advised he is now a member of the Academic Board

KRF advised she is a participant in the Student Advisory Forum

3. APPROVAL OF UNSTARRED ITEMS

All items starred for discussion

4. CONFIRMATION OF MINUTES AND FLYING MINUTES

RESOLVED:

That the Minutes of the 2nd Ordinary Council Meeting (2/48; 2/18) – 10th April 2018 be accepted as a true and correct record.

Moved: KRF
Seconded: JA
All in Favour

5. LEGAL MATTERS

Nil

6. REPORTS

6.1 President's report

MEETINGS / FUNCTIONS ATTENDED:

- Student Advisory Forum – Co-Chair & representing JCUSA
- Management Committee
- Finance & Audit Review Committee
- Club & Societies Committee
- JCUSA Proposed Student Changes Forum for Students
- Staff Forum for proposed changes
- JCUSA Meeting with Chris Cocklin regarding proposed changes

- Meeting with auditors
- Meeting with advisors on HR matters
- O Week Student Life Meeting
- Meeting with Indigenous Centre, for a new Indigenous Student Association & a lecture from Speech Pathology to open a new Speech Pathology Club
- Meeting with Uni Bar managers
- Exam Plan Meeting

OTHER ACTIVITIES:

- Responding to numerous emails of student enquiries, club enquiries and JCU department enquiries
- Continual working on Bullshead
- Club room & equipment bookings & general inquiries
- Planning for SWOTVAC Stress Less week
- Working with JCU departments regarding future events – including JCU Student Life & JCU Future Students
- Communicated with JCUSA Clubs to organise helpers for each Free Breakfast
- Uni Bar Lunches – organization and working throughout.
- Communicating with clubs and societies
- Passing on club events to be shared through JCUSA social media
- Helping students who come into office with enquiries when needed
- Continuing discussion over JCUSA HR matters
- Continuing discussion over JCUSA budgets
- Continuing discussion with Uni Bar over Semester 2 additions – i.e. battle of the bands
- Continuing help of students who are wanting to set up a Chinese Students Club (alongside JCU international department), Indigenous Student Association & Speech Pathology Club
- Helped to chair the Student Advisory Forum and participated throughout
- Ran & organised a student forum for students to attend regarding the new proposed changes
- Communicated with various students from Cairns & Townsville regarding the proposed changes
- Released a statement regarding these changes that was mirrored from the student voice
- Forwarded confidential feedback from students to JCU regarding the new proposed changes
- Answering emails from students regarding the proposed changes
- Received & handled enquiries from potential Postgraduate Officer applicants
- Received Postgraduate Officer applications
- Organisation of upcoming Remuneration Committee Meeting
- Following up tasks that have been assigned from various committees
- Working alongside and organising Council to complete tasks and work at events
- Liaising between clubs & the Uni Bar for events
- Continuing discussion regarding O Week planning for Semester 2
- Speaking with various media sources regarding enquiries they have about the University

Three applications for the Acting Postgraduate Officer have been received (2 applicants from Cairns, 1 from Townsville). Secretary to validate nominations and invite all candidates to the Management Committee meeting held 15/05/2018.

SN asked if a formal report was being prepared after the Student Forums on the Change Proposal. KRF reported that Provost Chris Cocklin attended, students asked questions but there was no clear outcome. KRF put together with LS the minutes for student reference. Students were advised to provide further feedback to KRF who would pass it on to the SDVC Office for consideration. Deadline has closed for feedback but SN suggested JCUSA to provide a submission to Chris Cocklin with this feedback directly. HH advised the Cairns forum was very heated and students left more confused

and angry after. There is an active page on Facebook where students compiled a submission for students to forward to management.

6.2 Vice President's Report

MEETINGS / FUNCTIONS ATTENDED:

- Clubs and Societies Committee
 - Grant Applications.
- Exam Plan Event with Advocates
- Management Committee

OTHER ACTIVITY:

- Front Desk
- Free Breakfast BBQ's
- Uni Bar Lunches

6.3 Cairns Campus Officer Report

MEETINGS / FUNCTIONS ATTENDED:

- 11th April – Clubs n Societies Committee Meeting
- 12th April – WHOCC Meeting
- 16th April – Finance and Audit Committee Meeting
- 17th April – JCU Cairns Campus Committee Meeting
- 17th April – Management Committee Meeting
- 19th April – Briefing: JCU Change Proposal with Chris Cocklin
- 23rd April – Broderick Review Working Group
- 26th April – International Arrival Period
- 27th April – Student Advisory Forum
- 30th April – Finance & Audit Committee Meeting
- 30th April – JCU Academic Board Meeting
- 1st May – Exam Plan
- 2nd May – Exam Plan
- 3rd May – Community Garden Working Group Meeting

OTHER ACTIVITY:

- Club Events/Fundraisers
- Clubs n Societies Grant Applications
- Department Meetings
- Social Events

6.4 Townsville Campus Officer Report – Not presented due to being unable to attend

6.5 International Student Officer

MEETINGS / FUNCTIONS ATTENDED:

- Management Committee Meetings
- Finance Committee Meetings
- Free Breakfasts

OTHER ACTIVITY:

- Free Breakfast: Working on a budget for each breakfast.

- Movie Nights – ISA & LASA
- UniBar Lunch

SN asked about value adding to Free Breakfast in terms of outcomes besides provision of food. SR suggested putting out tables and chairs to encourage students to stay around, getting volunteers to cook so that council can interact with students about issues. JA has been linking in with other JCU Departments and Clubs and Societies in Cairns to attend the event to promote their services. SR suggested using the same model as Cafe International

6.6 Equity & Diversity Officer Report

MEETINGS / FUNCTIONS ATTENDED:

- Management Committee Meetings
- Open Mic Night Barbeque
- Free Breakfasts
- Medicine Third Year Mental Health Feedback on Proposals
- Student Forum for University changes

OTHER ACTIVITIES:

- Research for the Suicide Prevention Event
 - Emails to potential foundations we could collaborate that event with.
- Responding to student emails regarding advocacy issues.
- Responding to emails from students regarding proposed university changes.

6.7 Postgraduate Student Officer Report

Position Vacant

6.8 Finance Officer Report

See Appendix 1 for full report

6.9 Advocacy Report

Student numbers are down for the month of March but show an increase from the same time in 2017
Report does not reflect the issues around the Change Proposals as was prepared prior to announcement

See Appendix 2 for full report

7. GENERAL BUSINESS

7.1 Workplace Health and Safety Report

AE presented the WHS and Riskware report from January to 4th April. Report will be provided each month to show what hazards have been identified and how they have been rectified.

- The development of a Safety Integrated Safety Management Plan is in progress.
- The deadline for Conduct Regular Inspections on Plant and Equipment owned by JCUSA has been extended as all items of equipment need to be identified first, as well as a maintenance schedule developed and costs associated planned for.
- Ten staff have completed the safety induction and fire induction.
- Three fire wardens have completed or refreshed training. WHS Policy has been drafted but not yet published.
- All staff required to have first aid is up to date. First Aid Kits are stocked.
- Evacuation plans are displayed in all locations Instruction manuals for equipment have been compiled and 6 safe work practices statement prepared.

- WHS inspection checklist for the officer has been completed. The checklist for the gym is in progress as standards for showers and equipment need to be researched.
- Cairns Staff will be undertaking Bullying Harassment and Discrimination conducted by JCU. Date for Townsville to be advised. All Staff and council will attend WHS fundamentals training
- 18th April WHS inspector came to check site of BBQ incident and BBQ storage shed and is now Compliant.

7.2 Uni Bar Agreement

AE advised that the agreement between the Uni Bar and JCU is finalised. SN enquired about the agreement with JCUSA and Regan (Uni Bar), KRF advised this is still in progress. An agreement was made in 2016 and one in 2017 by Teisha (Acting General Manager) but was never formalised. The Mad Cow has arranged for buses to take students into from JCU from 9pm (previously from midnight) which will affect Uni Bar trading on Fridays. Plans are in progress to potentially open the venue for trading on Saturdays.

7.3 Ratification of motions at 2nd Remuneration Committee

RESOLVED:

1. That, instead of submitting timesheets, the Council are paid fixed honorariums; and,
2. That from the remaining amount left in the budget not claimed before February by Councillors, that the Council will be paid the fixed amount of 5% of their annual wage fortnightly, equalling to 10% per month.

Moved: KRF
Seconded: SM
All in Favour

LS asked for clarity around consultation with Council when statements are prepared and released on behalf of Council and JCUSA. KRF advised that the statement she released in regards to the Change Proposal was prepared at the last minute after a number of students has approached her for JCUSA's stance on the matter. KRF stated she had emailed Council for feedback but acknowledged there was a very short timeframe. The standard process for preparing and releasing statements would include consultation and feedback with all Council (and staff if applicable) to ensure clarity and transparency. HH advised that a number of Cairns students had been concerned that JCUSA did not release a statement in a timely manner. SN stated that JCUSA is the peak student body advocating and providing a voice for approximately 22000 JCU students. He advised that JCU is facing significant changes which need to be resolved; student feedback has been received by the VC's office and is being taken into consideration in the decision making process. HH stated concern that JCUSA was not consulted about the proposed changes but rather informed.

Meeting closed at 4:34pm.

**Minutes Prepared by
Catherine Fraser (Secretary)**



**Minutes Confirmed by
Kimberley Rogers-For (President, Chair)**

Appendix 1 – Finance Report

James Cook University Student Association Operating Statement as at 31/03/2018

		2018	Mth Budget	YTD Budget	Month	YTD	Budget
	Mar-18	YTD	Mar-18	Mar-18	Mar-17	Mar-17	Variance
Income							
Student fees & Non SSAF Events - TSV	3,259.65	16,468.51	8,200.00	21,602.55	7,657.26	25,982.66	- 5,134
Student fees & Non SSAF Events - CNS	135.98	- 191.84	413.00	- 654.74	813.64	729.91	463
Interest Received - TSV & CCS	3,173.04	4,081.58	3,919.00	5,332.00	3,919.45	5,332.63	- 1,250
Vending Machines - TSV	-	3,907.55	-	5,800.00	-	64.36	- 1,892
Vending & Rental - CRNS	-	1,455.64	-	659.00	-	659.54	79
Rental Income - TSV	625.00	3,688.25	625.00	2,897.00	625.00	2,897.73	791
Other Income - TSV (Market Day)	-	- 3,364.32	465.00	4,952.00	- 2,028.51	- 1,971.53	- 8,316
Other Income - Crns	18.18	1,918.21	-	-	-	-	1,918
							-
Total Income (Exc.Trading)	7,211.85	27,963.58	13,622	40,588	10,986.84	33,695.30	- 12,624
Other Activities Income							
Sporting Activities	7,910.56	52,969.63	15,447	59,377	- 725.56	19,135.98	6,407
JCU Fitness Centre	25,267.69	142,009.70	14,531	129,604	3,396.82	112,755.07	12,406
The Club		-	-	1,570	-	2,771.82	- 1,570
					-	-	
Total Income Other Activities	33,178.25	194,979.33	29,978	190,551	2,671	134,663	17,243
TOTAL INCOME	40,390.10	222,942.91	43,599.89	231,138.98	13,658.10	168,358.17	4,618.67
Expenditure - Net expenditure including SSAF Income							
Pool	820.02	2,629.11	803	3,030	- 2,722.26	- 1,750.97	401
Sports & Recreation	- 807.01	- 1,923.38	- 1,490	- 4,233	- 3,908.33	- 29,241.64	- 2,310
Fields & Facilities	1,240.24	1,294.79	362	1,162	1,165.18	3,716.64	- 133
Administration & Finance	- 8,162.84	- 19,328.63	- 8,846	- 21,484	- 13,372.73	- 27,456.45	- 2,155
Representation Services	-	200.00	- 5	5	- 12,103.77	- 24,189.52	- 205
Support Services	- 205.00	- 905.00	1,025	- 2,558	- 11,234.89	- 38,191.71	- 1,653
Media & Marketing	4,022.73	4,818.11	4,937	3,647	- 4,255.94	- 12,664.63	- 1,171
Cairns Administration	- 773.54	- 2,109.21	- 739	- 2,126	- 1,969.91	- 4,074.22	- 17
Cairns Support Services	- 280.00	- 280.00	- 2,098	- 5,905	- 5,806.14	- 16,426.14	- 5,625
Cairns Sport & Recreation	1,340.00	2,440.00	1,003	1,723	- 5,848.42	- 7,883.93	- 717
SSAF Expenses	- 1,236.45	- 24,188.81	-	349	82,412.77	41,871.25	23,840
JCUB Support	19,126.18	19,289.34	19,126	19,289	-	-	-
Bike Mechanic/Gardener	93.00	992.33	-	-	120.92	120.92	- 992
Depreciation Expense	-	-	-	-	- 588.93	- 12,516.25	-
Unauth Exp	-	11,657.15	-	11,657			- 0
TOTAL OPERATING EXP	15,177.33	- 5,414.20	14,080	3,849	21,888	- 128,687	9,263
Operating Profit/(Loss)	55,567.43	217,528.71	57,680	234,988	35,546	39,672	- 17,459

Budget Comparison

-7%

James Cook University Student Association
Operating Statement as at 30/04/2018

		2018	Mth Budget	YTD Budget	Month	YTD	Budget
	Apr-18	YTD	Apr-18	Apr-18	Apr-17	Apr-17	Variance
Income							
Student fees & Non SSAF Events	2,450.71	18,919.22	1,450.00	23,052.55	1,569.08	27,551.74	- 4,133
Student fees & Non SSAF Events	- 233.42	- 425.26	- 282.00	- 936.74	118.19	848.10	511
Interest Received - TSV & CCS	399.78	4,481.36	574.00	5,906.00	574.81	5,907.44	- 1,425
Vending Machines - TSV	8,661.89	12,569.44	9,000.00	14,800.00	5,635.18	5,699.54	- 2,231
Vending & Rental - CRNS	2,909.40	4,365.04	2,764.00	3,423.00	2,764.84	3,424.38	942
Rental Income - TSV	6,576.00	10,264.25	8,044.00	10,941.00	8,044.00	10,941.73	- 677
Other Income - TSV (Market Day	3,364.32	-	-	4,952.00	-	1,971.53	- 4,952
Other Income - Crns	-	1,918.21	-	-	-	-	1,918
							-
Total Income (Exc.Trading)	24,128.68	52,092.26	21,550	62,138	18,706.10	52,401.40	- 10,046
Other Activities Income							
Sporting Activities	2,465.82	55,435.45	- 9,878	49,499	- 16,733.34	2,402.64	- 5,936
JCU Fitness Centre	- 12,251.62	129,758.08	- 24,033	105,571	3,654.27	116,409.34	24,187
The Club		-	399	1,969	399.00	3,170.82	- 1,969
Total Income Other Activities	- 9,785.80	185,193.53	- 33,512	157,039	- 12,680	121,983	16,281
TOTAL INCOME	14,342.88	237,285.79	- 11,961.81	219,177.17	6,026.03	174,384.20	6,235.72
Expenditure - Net expenditure including SSAF Income							
Pool	100.01	2,729.12	352	3,382	- 1,969.60	3,720.57	653
Sports & Recreation	- 534.82	- 2,458.20	- 2,070	- 6,303	- 21,762.46	- 51,004.10	- 3,845
Fields & Facilities	- 543.69	751.10	500	1,662	1,303.00	5,019.64	911
Administration & Finance	- 9,431.41	- 28,760.04	- 21,476	- 42,960	- 19,522.38	- 46,978.83	- 14,200
Representation Services	-	200.00	440	435	- 21,220.03	- 45,409.55	235
Support Services	- 90.27	- 995.27	- 6,793	- 9,350	- 19,581.67	- 57,773.38	- 8,355
Media & Marketing	1,818.18	6,636.29	- 2,674	974	- 7,194.84	- 19,859.47	- 5,663
Cairns Administration	- 3,257.67	- 5,366.88	- 5,202	- 7,329	- 3,438.30	- 7,512.52	- 1,962
Cairns Support Services	-	280.00	- 2,997	- 8,901	- 8,431.45	- 24,857.59	- 8,621
Cairns Sport & Recreation	1,405.00	3,845.00	- 2,756	- 1,033	- 7,411.52	- 15,295.45	- 4,878
SSAF Expenses	24,881.23	692.42	-	- 349	- 13,235.31	28,635.94	- 1,042
JCUB Support	161.46	19,450.80	136	19,425	-	-	25
Bike Mechanic/Gardener	86.95	1,079.28	-	-	- 2,890.15	- 2,769.23	- 1,079
Depreciation Expense	-	-	-	-			-
Unauth Exp	-	11,657.15	-	11,657	- 4,390.45	- 16,906.70	0
TOTAL OPERATING EXP	14,594.97	9,180.77	- 42,539	- 38,689	- 129,745	- 258,432	- 47,870
Operating Profit/(Loss)	28,937.85	246,466.56	- 54,500	180,488	- 123,719	- 84,048	65,979

Budget Comparison

37%

Appendix 2 –Advocacy Report

2018 Monthly Advocacy Snapshot -FEBRUARY 2018

Number of students accessing service across all campuses													
2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Townsville	85	74	79	69	86	80	71	65	67	68	76	91	911
Cairns	53	51	55	39	42	34	33	40	40	50	48	55	540
Brisbane	10	9	8	9	6	1	1	1	1	3	3	7	59
Singapore	4	2	4	1	1	1	1	1	2	2	2	2	23
Mackay	2	2	3	2	2	2	2	2	2	2	2	2	25
Thursday Island	0	1	1	0	0	0	0	0	0	0	0	0	2
													1560

Number of students accessing service across all campuses													
2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Townsville	99	64	62	62	90	116	65	105	84	101	118	109	1075
Cairns	62	27	32	45	49	56	60	110	89	101	106	110	847
Brisbane	7	6	9	6	6	16	9	2	1	1	0	2	65
Singapore	5	9	3	2	2	2	0	0	1	1	0	0	25
Mackay	2	2	2	2	2	2	0	2	1	2	2	2	21
Thursday Island	0	0	0	0	0	0	0	0	0	0	0	0	0
													2033

Number of students accessing service across all campuses													
2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Townsville	100	97	79										276
Cairns	111	121	64										296
Brisbane	3	2	5										10
Singapore	0	0	3										3
Mackay	2	2	3										7
Thursday Island	0	0	1										1
													593

Numbers of Cases by Month (across all campuses)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2016	170	149	161	124	141	129	117	114	117	130	136	163	1651
2017	184	112	116	126	159	209	147	252	194	223	255	248	2225
2018	230	235	165										630
													4506

Interactions by Time (across all methods and campuses)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2016	94.9	65.08	142.51	89.2	162.9	78.9	120.5	135.6	158.7	189.4	192.3	329	1758.99
2017	75	77.85	145.1	111.75	260.6	231	138.85	239	262.9	327.2	561.5	265.5	2696.25
2018	114.5	138.45	127.35										380.3
													4835.54

Interactions by Count (across all methods and campuses)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2016	272	126	337	164	339	140	152	111	121	159	182	258	2361
2017	111	125	243	157	429	456	205	309	355	543	802	331	4066
2018	177	180	201										558
													6985

Key Issues Students presented with across all campuses for March 2018													
1. Academic Misconduct								6.bullying					
2. Appeal of Final subject grade								7. Academic Progression					
3. Complaints and informal complaints								8. Enrolment					
4. Review of Assessment								9. Centrelink					
5. plagiarism								10. Legal					

Students Presenting with Welfare Concerns (across all methods and campuses)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2016	14	18	23	18	20	14	14	13	15	15	17	23	204
2017	3	12	7	10	8	11	14	11	16	21	11	18	142
2018	21	29	14										64
													410