

## **NOTICE OF MEETING**

### **48<sup>th</sup> STUDENT ASSOCIATION COUNCIL**

Notice is hereby given of the 4<sup>th</sup> Ordinary Council Meeting of the 48<sup>th</sup> Student Association Council (4/48, 4/18) to commence  
**19<sup>th</sup> June 2018 3:30pm to 5:00pm**      **Townsville Location: 134; 105      Cairns Location: B001-103**

#### **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 3<sup>rd</sup> Ordinary Council Meeting (3/48; 3/18) – 8<sup>th</sup> May 2018

4.2 Flying Minutes *"That Raechel Oleszek be appointed as Acting Postgraduate Officer"* (Approved 22<sup>nd</sup> May 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 End of Year Health and Safety Report (AE)
- 7.2 Joint Consultative Committee (Enterprise Bargaining Agreement Vs Regulations) (AE)
- 7.3 Policy Responsibilities (AE)
- 7.4 Financial Statements (AE)
- 7.5 Management Letter (AE)
- 7.6 Annual Report (AE)
- 7.7 Policies and a form recommended for Approval (AE)
  - 7.7.1 POL001 Purchasing Policy
  - 7.7.2 Purchasing Policy Flow Chart
  - 7.7.3 POL002 Corporate Credit Card Policy
  - 7.7.4 Form 036 Corporate Credit Card Authority Form
  - 7.7.5 POL003 WHS Policy
  - 7.7.6 POL004 Smoke Free Workplace Policy
  - 7.7.7 POL005 Plant and Equipment
- 7.8 Cairns Campus Officer Position – Appointment by Council (Acting) (CF)
- 7.9 Cessation of Remote Locality Allowance for staff as at 1/7/2018 (AE)
- 7.10 WHS Report (AE)
- 7.11 Proposal for ATM – Cairns – The Boathouse (AE)
- 7.12 Semester 2 Membership Prices (ME)

#### **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.

## **MEETING MINUTES**

### **48<sup>th</sup> STUDENT ASSOCIATION COUNCIL**

**Fourth (4<sup>th</sup>) Ordinary Association Council meeting opened at 3:30pm on Tuesday 19<sup>th</sup> June by Kimberley Rogers-Ford (President, Chair)**

**PRESENT:**

Kimberley Rogers-Ford (President), Scott Morrissey (Vice President), Adam Staples (Townsville Campus Officer), Jesse Argent (Cairns Campus Officer), Sebastian Romhany Gonzalez (International Officer), Louise Stack (Equity & Diversity Officer), Hala Hijleh (Staff Representative), Alison Edwards (General Manager), Catherine Fraser (Secretary)  
*Via Video Link:* Raechel Oleszek (Acting Postgraduate Officer)

**1. APOLOGIES AND PROXIES**

Stephen Naylor (VC Nominee) – Apology, No proxy given  
Rachael Oleszek gives Proxy to Jesse Argent if connection drops out

**2. DECLARATION OF CONFLICT OF INTEREST**

Standing Conflicts as previously declared at Meeting 1 (06/03/2018) and Meeting 3 (08/05/2018)

**3. APPROVAL OF UNSTARRED ITEMS**

All items are deemed starred for discussion

**4. CONFIRMATION OF FLYING MINUTES**

**4.1 *Minutes of 3rd Ordinary Council Meeting (3/48; 3/18) – 8th May 2018***

**RESOLVED:**

That the minutes of 3<sup>rd</sup> Ordinary Meeting be accepted as a true and correct record

Moved: KRF  
Seconded: SR  
All in Favour

**4.2 *Flying Minutes "That Raechel Oleszek be appointed as Acting Postgraduate Officer" (Approved 22nd May 2018)***

**RESOLVED:**

That the Flying Minute "That Raechel Oleszek be appointed as Acting Postgraduate Officer" be accepted and ratified

Moved: KRF  
Seconded: SR  
All in Favour

**5. LEGAL MATTERS**

Nil

**6. REPORTS**

All Student Councillors been very busy with exams which has taken up majority of time and activity in May

**6.1 *President's report***

- Management Committee
- Planned Stress Less Event
- Met with Creative Arts Society re: planning an event

**6.2 *Vice President report***

**MEETINGS / FUNCTIONS ATTENDED:**

- Management Committee
- Interview Panel for JCU Sport
- Stress Less Event in Townsville

- Uni Bar Meeting
- Council Training

#### OTHER ACTIVITY:

- Free Breakfast BBQ's
- Uni Bar Lunches

#### 6.3 Cairns Campus Officer report

- Management Committee Meeting

#### 6.4 Townsville Campus Officer report

- Management Committee Meeting
- Uni Bar BBQ

#### 6.5 International Student Officer report

- Management Committee meetings
- Stress Less Event

#### 6.6 Equity & Diversity Officer report

- Management Committee Meetings
- Stress Less Event

#### 6.7 Postgraduate student officer report

No report as only appointed at 22<sup>nd</sup> May 2018

#### 6.8 Finance officer report

AE presented financial reports from the Fitness Centre Karina, Rachel, Teisha, Kimberley and Alison met and discovered a projected 40K loss made. Proposal presented to change operating house based on low attendance at these time. KRF met with Tracy (audit) who put forward the recommended changes. Start from 5th August a casual employee will be changed to Part Time to save on wages. Membership deal with John Flynn College will increase in 2019. Membership prices in general will go up in 2019.

SSAF May YTD report shows finances are travelling well in all departments.

Draft operational budget was presented – May has been closed off. Currently running at a deficit – focus on membership drive for SP2.

May snapshot presented – improvement but still at a loss. Membership up for this month particularly with discounted club tickets

*(See Appendix One for full report)*

#### 6.9 Advocacy report

CF presented Advocacy report – not as many applications for Special Consideration and Deferred Exams this study period, likely due to the more streamlined online form and system to submit. Increase in Plagiarism cases.

*(See Appendix Two for full report)*

### 7. GENERAL BUSINESS

#### 7.1 End of Year Health and Safety Report

AE presented report template which will need to be completed by a Responsible Officer at the end of the year

#### 7.2 Joint Consultative Committee (Enterprise Bargaining Agreement Vs Regulations)

AE advised that there is an anomaly of the composition of the JCC in the EBA and the Regulations. AE advised the EBA trumps the Regulations and is still in effect. The Regulations were changed last year to include the President and Vice President as voting members, however they are not in the EBA. KRF advised she believed the President should have a vote and suggested this to be reflected in the new EBA when negotiations have commenced. The JCC will be responsible for negotiating the EBA with the Union.

**RESOLVED**

That the JCUSA Council are committed to reviewing and updating the EBA by 31<sup>st</sup> October 2018

Moved: KRF  
Seconded: JA  
All in Favour

**7.3 Policy Responsibilities**

AE presented document of parties responsible for Policy review and approval. Staff handbook was last updated in 2005, AE suggested this could be removed and replaced by individual policies. Regulations state that the JCC are responsible for matters relating to employment conditions but some policies listed as being the responsibility of the JCC do not meet this requirement. If a policy is developed, reviewed and approved by the JCC it does not need ratifying by Council, only noted.

AE in capacity as GM will review the list and present and updated copy to Council at the next meeting.

**7.4 Financial Statements**

**RESOLVED:**

That the audited Financial Statements are published on the JCUSA website for transparency and good governance

Moved: KRF  
Seconded: HH  
All in Favour

**7.5 Management Letter**

AE presented letter from Crowe Howarth addressed to the President containing recommendations to reduce risk. It was noted no High Risks were identified. Processes are currently being reviewed and implemented.

**7.6 Annual Report**

AE presented the Annual Report. Amendments were suggested such as discrepancy in start/finish dates. JA suggested that report should be presented using the 2017 branding, AE had raised this and decision was made to sue the 2018 branding as this was when the report was compiled. JA suggested page 39 and 40 be removed as it related to the rebrand which was a decision of the 2018 Council. KRF maintained the report should state research into the rebrand commenced in 2017 with the view to implement in 2018.

**7.7 Policies and a form recommended for Approval**

**7.7.1 POL001 Purchasing Policy**

**7.7.2 Purchasing Policy Flow Chart**

AE advised the policy has been reviewed to include exceptions to purchasing delegations to including operating expenses over \$2000 by the GM such as pay roll, superannuation etc.) It was agreed that including one Student (President or Vice President) and one Staff Member (General Manager or Financial Delegate) be required to approve purchases between \$500 - \$2500 to reduce risk. This brings the policy in line with Banking Signatories and Procedures

**RESOLVED:**

That Item 7.7.1 be accepted with suggested amendment

Moved: JA  
Seconded: SR  
Approved: JA, SG, AS, SM, RO, HH, LS  
Disapprove: KRF

RO connection dropped at 5:04pm  
Proxy given to JA

HH left the room at 5:04 pm

RESOLVED:

That 7.7.2 is accepted pending consistency with delegations in 7.7.1

Moved: JA  
Seconded: SR  
Approved: JA, SR, AS, LS, SM, RO  
Disapprove: KRF  
Abstain: HH

HH returned to the room at 5:06pm

- 7.7.3 POL002 Corporate Credit Card Policy
- 7.7.4 Form 036 Corporate Credit Card Authority Form
- 7.7.5 POL003 WHS Policy
- 7.7.6 POL004 Smoke Free Workplace Policy
- 7.7.7 POL005 Plant and Equipment

Minor Typing errors were suggested. It was confirmed that both the President and the General Manager are required to approve the allocation of credit cards.

RESOLVED:

That Items 7.7.3 to 7.7.7 be approved with suggested amendments

Moved: SR  
Seconded: SM  
All in Favour

7.8 Cairns Campus Officer Position – Appointment by Council (Acting)

CE advised JA had handed in resignation as Cairns Campus Officer and thanked him for his dedication and service on Council. It was decided to full the Acting Cairns Campus Officer position as soon as possible in time for O Week. It was decided that the Sport and Recreation Officer and Indigenous Officer be appointed at the same time. Positions will be effective immediately.

RESOLVED:

That the Call for Nominations for the following positions (Acting) Cairns Campus Officer, Sport and Recreation Officer and Indigenous Officer be opened at 9am Thursday 21/06/2018 and close at 4pm Friday 29/06/2018. Voting will take place at a Special Meeting of the Association Council on Tuesday 3<sup>rd</sup> July. Positions will be effective immediately.

Moved: KRF  
Seconded: SM  
All in Favour

7.9 Cessation of Remote Locality Allowance for staff as at 1/7/2018

AE advised staff were currently receiving this allowance but there was no allocation in the budget. HH confirmed staff has been informed this allocation would cease and no objections had been received.

RESOLVED:

That the Locality Allowance for staff will cease as of 01/07/2018

Moved: KRF  
Seconded: SR  
All in Favour

7.10 *WHS Report*

AE presented WHS report for noting

7.11 *Proposal for ATM – Cairns – The Boathouse*

AE advised she sought to find a supplier where no cost (i.e. transaction fees) would be passed onto students but was unable to do so. The provision of an ATM would cost JCUSA \$440 a month.

**RESOLVED:**

That the proposal for an ATM at the Cairns Boathouse not be approved

Moved: SM

Seconded: KRF

Approve: SM, KRF, AS, LS, HH, SR

Abstain: JA, RO

7.12 *Semester 2 Membership Prices*

AE presented a proposal to reduce the membership prices for Study Period 2. It was discussed students still receive the discount card and its benefits, prices are already reduced at the Gym for SP2. It was noted that a special in O Week only could drive memberships

**RESOLVED:**

That the prices for JCUSA Membership be reduced for O Week. Prices will return to the usual rate in Week 1.

Moved: HH

Seconded: AS

Approved: HH, AS, SM, LS, SR, JA, RO

Abstain: KRF

**Meeting closed at 5:26pm**



**Kimberley Rogers-Ford**  
President, Chair

**Minutes Prepared by**  
**Catherine Fraser**  
Secretary to JCUSA Council

# APPENDIX ONE

## James Cook University Student Association

### Operating Statement as at 31/05/2018

	May-18	2018 YTD	Mth Budget May-18	YTD Budget May-18	Month May-17	YTD May-17	Budget Variance
<b>Income</b>							
Membership - TSV (Inc Market Day & No	1,667.76	20,545.55	- 641.00	26,898.55	295.46	25,580.21	- 6,353
Membership - CNS (Inc Market Day & No	93.81	1,586.76	- 400.00	1,576.26	159.10	848.10	- 11
Interest Received - TSV & CCS	466.40	4,947.76	652.00	6,558.00	652.37	5,907.44	- 1,610
Vending Machines - TSV	13,153.78	25,723.22	-	14,800.00	-	5,699.54	10,923
Vending & Rental - CRNS	4,274.12	8,639.16	-	3,423.00	-	3,424.38	5,216
Rental Income - TSV	625.00	10,889.25	625.00	11,566.00	625.00	10,941.73	- 677
Other Income - TSV	-	-	-	-	-	-	-
Other Income - CNS	-	-	-	-	-	-	-
<b>Total Income (Exc.Trading)</b>	<b>20,280.87</b>	<b>72,331.70</b>	<b>236</b>	<b>64,822</b>	<b>1,731.93</b>	<b>52,401.40</b>	<b>7,510</b>
<b>Other Activities Income</b>							
Sporting Activities	- 1,742.77	53,692.68	- 4,695	44,804	59,916.96	62,319.60	- 8,889
JCU Fitness Centre	- 22,269.30	100,269.93	- 22,146	83,536	- 29,241.18	87,168.16	16,734
The Club	-	-	-	1,969	631.32	3,802.14	- 1,969
<b>Total Income Other Activities</b>	<b>- 24,012.07</b>	<b>153,962.61</b>	<b>- 26,841</b>	<b>130,309</b>	<b>31,307</b>	<b>153,290</b>	<b>5,876</b>
<b>TOTAL INCOME</b>	<b>- 3,731.20</b>	<b>226,294.31</b>	<b>- 26,605.44</b>	<b>195,130.85</b>	<b>33,039.03</b>	<b>205,691.30</b>	<b>13,386.10</b>
<b>Expenditure - Net expenditure including SSAF Income</b>							
Pool	28.18	2,757.30	162	3,544		7,256.73	787
Sports & Recreation	1,859.59	598.61	- 1,058	3,383		91,748.16	- 2,785
Fields & Facilities	294.15	1,045.25	-	1,662		5,886.28	617
Administration & Finance	- 1,251.87	30,011.91	- 6,208	48,047	-	978.93	- 18,035
Representation Services	-	200.00	- 5	14	-	18,824.73	- 214
Support Services	- 50.00	1,045.27	1,853	6,097		112,479.81	- 5,052
Media & Marketing	1,213.64	7,849.93	197	199		32,217.93	- 7,651
Cairns Administration	- 2,468.54	7,835.42	- 58	7,370	-	10,525.80	466
Cairns Support Services	- 50.00	330.00	- 2,289	11,013	-	35,283.23	- 10,683
Cairns Sport & Recreation	777.27	4,622.27	467	566	-	15,299.12	- 5,188
SSAF Expenses	-	733.85	1,021	672		123,775.85	- 62
JCUB Support	45.24	19,496.04	136	19,561	-	1,223.07	65
Bike Mechanic/Gardener	132.83	1,212.11	-	-		341.48	- 1,212
Depreciation Expense	-	-	-	-		-	-
Unauth Exp	-	11,657.15	-	11,657	- 2,688.26	19,594.96	- 0
<b>TOTAL OPERATING EXP</b>	<b>530.49</b>	<b>9,752.69</b>	<b>- 5,781</b>	<b>39,194</b>	<b>- 2,688</b>	<b>271,976.40</b>	<b>- 48,947</b>
<b>Operating Profit/(Loss)</b>	<b>- 3,200.71</b>	<b>236,047.00</b>	<b>- 32,386</b>	<b>155,937</b>	<b>30,351</b>	<b>477,667.70</b>	<b>80,110</b>

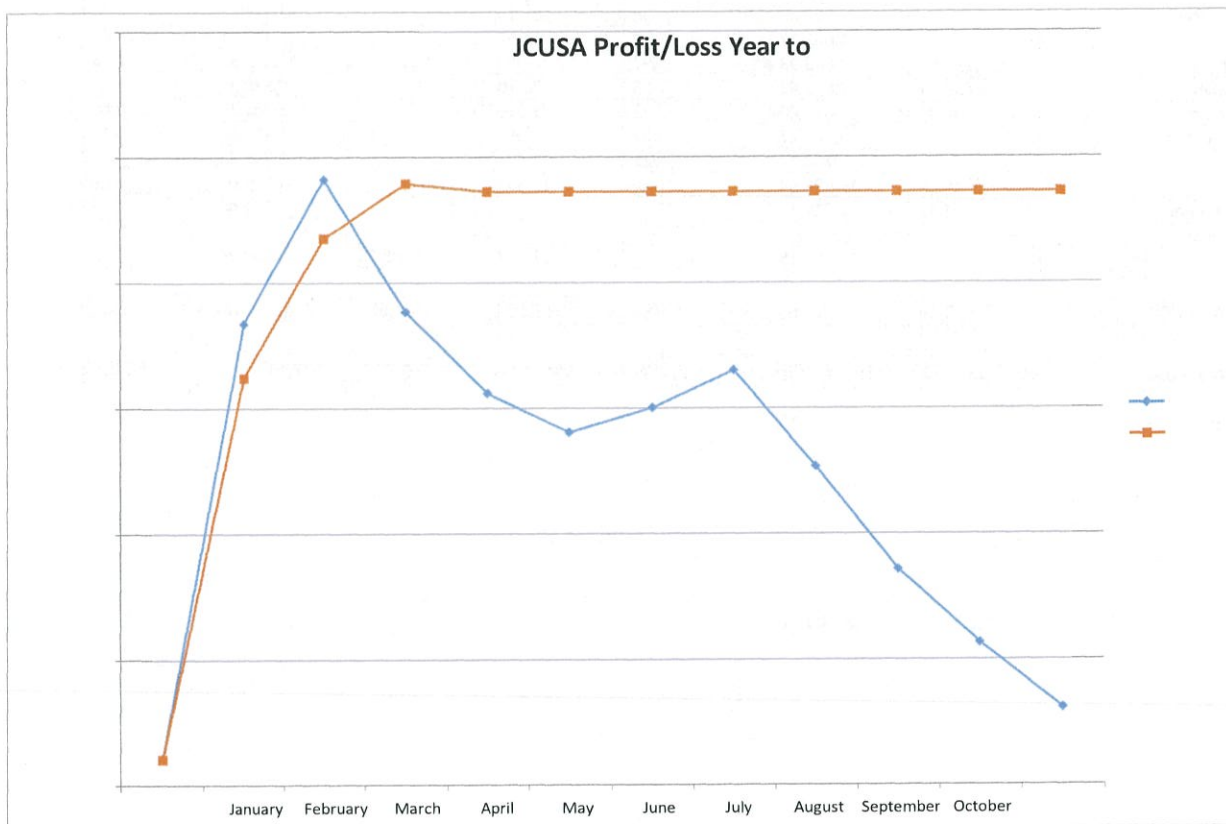
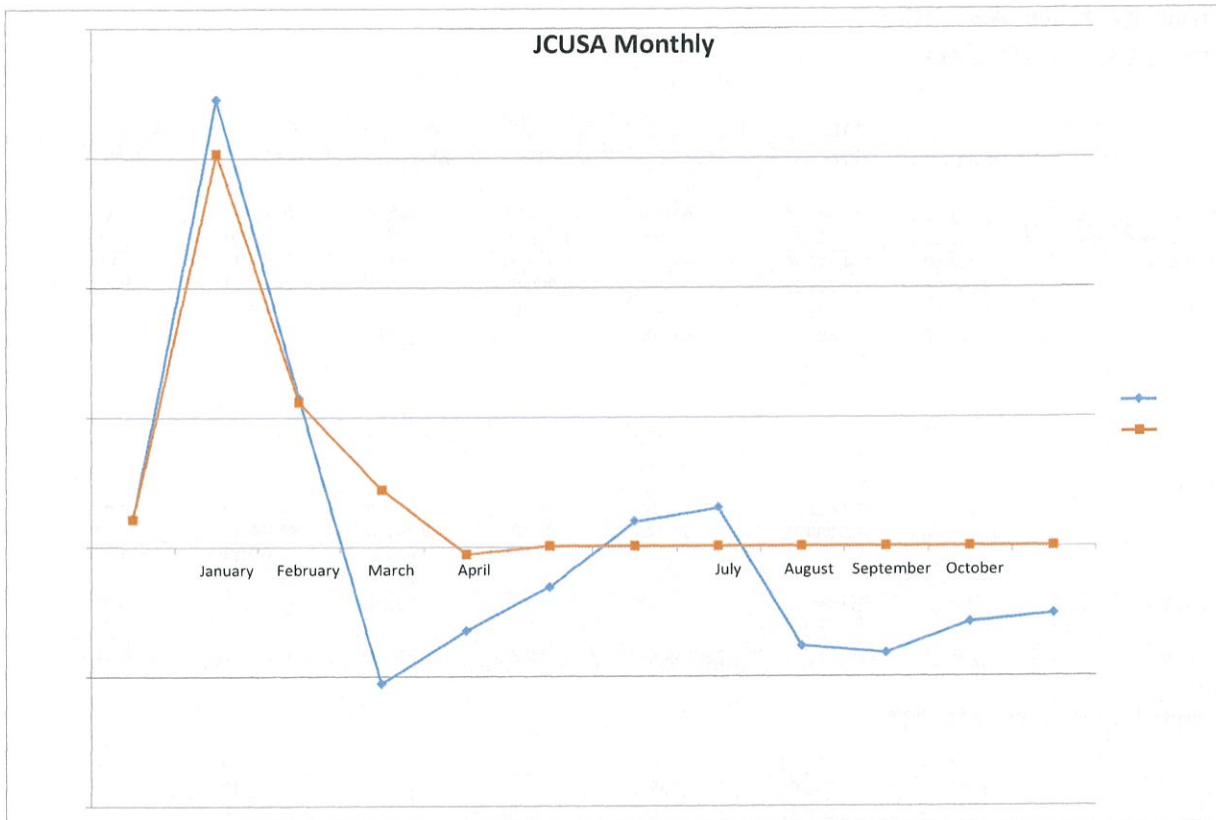
Budget Comparison

51%

Check Balance

- 3,200.71 236,047.00







2018 Monthly Advocacy Snapshot -April/May 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	83	90								449
Cairns	111	121	64	55	67								418
Brisbane	3	2	5	3	1								14
Singapore	0	0	3	2	3								8
Mackay	2	2	3	3	2								12
Thursday Island	0	0	1	0	0								1
													902

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	157	178								965
													4841

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	153.7	150.9								684.9
													5140.14

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	84	189								831
													7258

Key Issues Students presented with across all campuses for March 2018	
1. Academic Misconduct	6. Centrelink
2. Plagiarism	7. Enrolment
3. Complaints	8. Special Consideration
4. Review of Assessment	9. Welfare
5. Academic Advocacy	10. Academic Misconduct Appeal

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	10	17								91
													437

