



NOTICE OF MEETING
48th STUDENT ASSOCIATION COUNCIL

Notice is hereby given of the **5th Ordinary Council Meeting** of the 48th Student Association Council (5/48, 5/18) to commence **2:00pm Tuesday 4th September 2018**.

Townsville: 004; 255

Cairns: A004-105

Zoom Meeting Link: <https://jcu.zoom.us/j/507475707>

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 4th Ordinary Council Meeting (4/48; 4/18) – 19th June 2018

4.2 Minutes of 1st Special Council Meeting (1/48; 1/18) – 31st July 2018

4.3 Flying Minute: *"That the Version 1.1 Log of Claims are approved to be presented to Enterprise Bargaining Representatives to commence negotiations"* - 27th August 2018

4.4 Flying Minute: *"That the 2019 Election documents be approved for distribution"* - 31st August 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 Sport and Recreation Officer report

6.9 Finance officer report

6.10 Advocacy report

7. GENERAL BUSINESS

7.1 Appointment of JCUSA Staff Representative on Council

(CF)

7.2 Cost of safety switches versus income from hiring of electrical equipment

(AE)

7.3 Organisational Chart 2018

(AE)

7.4 Budget

(AE)

7.5 WHS Report

(AE)

7.6 JCUSA Staff role/involvement in Student Council Events

(TB)

7.7 Overview of Internal Policies

(AE)

7.8 Approval of WHS Policies

(AE)

7.8.1 Safe Work Procedures Policy

7.8.2 Hazardous Chemicals Policy

7.8.3 Animals in the Workplace Policy

7.8.4 Cleaning Policy

7.8.5 Consultation Policy

7.8.6 Discrimination, Harassment and Bullying Policy

7.8.7 Electrical Safety Policy

7.9 Table Tennis Competition and Sports update

(TO)

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 48th STUDENT ASSOCIATION COUNCIL

Fifth (5th) Ordinary Meeting of the 48th Student Association Council Meeting opened at 2pm on Tuesday 4th September by **Scott Morrissey** (Vice President, Chair)

PRESENT:

Scott Morrissey (Vice President), Adam Staples (Townsville Campus Officer), Sebastian Romhany (International Student Officer), Louise Stack (Equity & Diversity Officer), Stephen Naylor (VC Nominee), Tichava Batiya (Staff Representative), Alison Edwards (General Manager), Catherine Fraser (Secretary), Thomas O'Grady (Sport and Recreation Officer)
Via Video Link: Raechel Oleszek (Acting Postgraduate Officer)

IN ATTENDANCE:

Fares Saleem

1. APOLOGIES AND PROXIES

Kimberley Rogers-Ford (President) – Apology, no proxy given
Harrison Hughes (Acting Cairns Campus Officer) – Apology, no proxy

2. DECLARATION OF CONFLICTS OF INTEREST

Standing Conflicts as declared at Meeting 1 (06/03/2018)

3. APPROVAL OF UNSTARRED ITEMS

All items are deemed starred for discussion

4. CONFIRMATION OF MINUTES AND FLYING MINUTES

RESOLVED

That items 4.1, 4.2, 4.3, 4.4 are approved

Moved: SR
Seconded: SM
All in Favour

5. LEGAL MATTERS

Nil

6. REPORTS

6.1 President's Report

MEETINGS / FUNCTIONS ATTENDED:

- Various Management Committee Meetings
- Various Club and Society Meetings
- Meetings with Uni Bar
- Meeting with Bullshead Editor & BASS & Creative Media Society
- Week activities – including trips and BBQ's
- Meeting with Riverview Tavern
- Meetings regarding EBA
- Speaking at Maggie Grant Leadership Event
- Club and Society Information Night
- Various Finance & Audit Meetings
- JCU Open Day
- Various Club Meetings (regarding grants, affiliations, acquittals, etc.

OTHER ACTIVITY:

- Continuing help with Clubs & Societies (equipment hire, grants, affiliations, etc)
- Organization of International Ball
- EBA
- Continuing work on Bullsheel
- Creation and distribution of JCU Last Lecture survey for students
- Various Finance matters
- Continual answering of various emails – club enquiries, student enquiries, JCU departments, etc.
- Open Day Stall
- O Week events- Billabong, BBQ's, Movie Night, etc
- Planning/organisation for SP2 Stress Less Event
- Planning/organization for SP2 Intellectual Debate
- Identifying potential changes for Regulations
- Continual Council Tasks
- Following up of tasks from Committee meetings
- Communication with JCU Departments regarding Future Events
- Continuing discussion over JCUSA HR matters
- Speaking with the Callisto team regarding the Callisto Project
- Continual evaluation of JCUSA Budgets
- Conversations with the media with general enquiries about JCU/JCUSA
- Assisting students when they visit the office
- Sharing various club events on social media

6.2 Vice President's Report

MEETINGS / FUNCTIONS ATTENDED:

- Management Committee
- Finance and Audit Committee
- Interview Panel for Cairns Advocate
- Never OK Day Event
- Clubs and Societies Info. Nights in Townsville and Cairns
- O'Week

OTHER ACTIVITY:

- Free Breakfast BBQ's
- Uni Bar Lunches

6.3 Acting Cairns Campus Officer Report

MEETINGS / FUNCTIONS ATTENDED:

- JCUSA Free Breakfast
- Meeting with Community of Gardens Board
- Meeting with Estates

OTHER ACTIVITY:

- Initiated processes and planning for Silent Disco event in Cairns (planned for Week 9)
- Held meetings with club representatives to introduce myself and network. Also addressed concerns regarding the jurisdiction of University

6.4 Townsville Campuse Officer Report

- Weekly Uni Bar Lunches
- Meeting with various clubs and societies

6.5 International Officer Report

MEETINGS / FUNCTIONS ATTENDED:

- Finance and Audit Committee Meetings
- Management Committee Meetings
- O'Week Events
 - G'Day JCU
 - Touring Townsville
 - Market Day (Cairns)
 - BBQs
- Free Breakfast (Week 1 – Week 5)
 - Added Pancakes and Cereal/Toast free brekky.
 - Now funded with SSAF.
 - Planning to add Gluten free and Vegan options at Free Brekkie.

OTHER ACTIVITY:

- Reception Weekly
- CISA Conference
- IET Summit
- Gen[IN] Hackathon
- Planning of LASA-SASA Food Festival

TB entered at 2:04pm

TO entered at 2:06pm

6.6 Equity and Diversity Officer Report

MEETINGS / FUNCTIONS ATTENDED:

- Organizing and Planning World Suicide Prevention Day Event
- Management Committee Meetings
- Open Mic Night BBQ's
- Free Breakfast
- Never Ok Day
- O'Week Events

OTHER ACTIVITY:

- Reception Weekly

6.7 Acting Postgraduate Officer Report

MEETINGS / FUNCTIONS ATTENDED:

- O-Week – International student's lunch
- O-Week – SA New students welcome
- O-Week – SA City Tour
- OWHS Training
- Food Safety Handling Training
- O-Week – Pub Crawl
- SA Welcome BBQ
- Market Day
- Indigenous Centre Welcome lunch
- Meeting with Kimberley and President of CAPA (Council of Postgraduate Associations)
- Meeting with Damien Palmer from Graduate Research School re. resolution of issues for Postgrad students
- Meeting with DTES re. Office space for postgrad students in Cairns – still trying to find a counterpart in TSV

- Bullying and Harassment training
- Special Meeting of the Association of Council
- EBA Meeting
- Academic Health Check
- Management meeting
- Never OK Day
- EBA Management meeting
- GRS Council Meeting
- Café International x 3
- Beers on the Balcony for positive action
- Sustainability Club welcome event
- Social work club networking breakfast
- Meeting with coordinator of Indigenous Learning Centre

OTHER ACTIVITY:

- Produced Postgrad spreadsheet to easily identify current members across campuses and easily compose contact lists
- Sourced postgrad stats from JCU stats to easily determine overall postgrad statistics which will be required for affiliation with CAPA etc
- Forwarding information from CAPA to postgraduate students, social media pages and relevant cohort students
- Liaised with GRS re. the joint Principles for Respectful Supervisory Relationships.
- Liaised with Cairns Postgrad students regarding their needs and expectations of the SA.
- Compiling survey for Postgrad student re. student needs from SA
- Looking into best practice for consultation between students and JCU
- Looking into putting together Postgrad Advisory Council as per position description
- Went over EBA Statement of Claims to familiarize myself prior to the EBA meeting to ensure any queries can be addressed at meeting.
- Organised Never OK Day for Cairns

FS entered 2:16pm

6.8 Sport and Recreation Officer Report

MEETINGS / FUNCTIONS ATTENDED:

- Social Sport (Touch and Soccer)
- Inter-Faculty Sport (Basketball)
- Fisher Sheild (Netball)
- University Saints RLFC meeting regarding re-joining the TDRL competition in 2019

OTHER ACTIVITY:

- Met with Teisha and JCU Sport staff to discuss student feedback regarding Social, InterFac, and Fisher Sheild events.

6.9 Finance Officer Report

See Appendix 1 for Full Report

6.10 Advocacy Report

See Appendix 2 for Full Report

7. GENERAL BUSINESS

7.1 Appointment of JCUSA Staff Representative on Council

Tichava Batiya has been appointed

7.2 Cost of Safety Switches vs. income from hiring of electrical equipment

All electrical equipment must be tested and tagged before each incidence of hire. JCU will now provide this free of charge to both campuses. Prior notice must be given before each hire so this can be arranged. Electrical Equipment includes snow cone machine, popcorn maker, toasters and bain marie. Clubs do not pay to hire equipment, form will be changed to a Borrowing Agreement for clubs.

7.3 Organisational Chart

RESOLVED

That the Organisational Chart is approved

Moved: SM
Seconded: SR
All in favour

7.4 Operational Budget

Finance and Audit committee have approved.

RESOLVED

That the 2018 Operational Budget is approved

Moved: SM
Seconded: SR
All in Favour

7.5 WHS Report

Supplied for information and awareness. No accident and incident.

7.6 JCUSA Staff Involvement in Student Council Events

Discussed by staff expectation vs position description at regular council events. Staff are happy too help when they can. Council could consider engaging someone to take active role in leading the event so the Council can interact more with students. GM role in events – management of operational activities should be main priority rather than organising council activities. Weekly events such as BBQ should be Council involvement only. AE will draft expectations to present to Management meeting. SN suggested a succession plan recruiting students from earlier years to assist. AE keen to bring in a volunteer program.

7.7 Overview of Internal Policies

Policies were in four locations making it harder to maintain currency – common drive, EBA, staff handbook and General Operations Policy. General Operations Policy needs to be kept as referred to in Regulations. Suggested to keep on Common Drive broken down into sections.

RESOLVED

That all policies are stored on the Common Drive and in the General Operations Policy

Moved: SG
Seconded: SM
All in Favour

- 7.8 *Approval of WHS Policies*
- 7.8.1 *Safe Work Procedures Policy*
 - 7.8.2 *Hazardous Chemicals Policy*
 - 7.8.3 *Animals in the Workplace Policy*
 - 7.8.4 *Cleaning Policy*
 - 7.8.5 *Consultation Policy*
 - 7.8.6 *Discrimination, Harassment and Bullying Policy*
 - 7.8.7 *Electrical Safety Policy*

RESOLVED

That Items 7.8.1 to 7.8.7 are approved for use

Move: SM
Seconded: SR
All in Favour

FS left at 2:46pm

SN mentioned procedures are located in the policy if procedures need to change needs to come back to council for approval. Procedures at JCU are approved by the policy sponsor could suggest they be authorised by policy sponsor which would be the General Manager.

RESOLVED

That the GM be responsible for updating and authorising changes to procedures

Moved: SM
Seconded: SR
All in Favour

7.9 *Table Tennis Competition and Sports Update*

TO met with Teisha Condie and Jason Conn to set up a Table Tennis competition after free breakfast Proposal to hold weekly if well attended – get students more involved and aware of service. Possibly hire out the tables to students. SR will help to promote to International students who would like to be involved. TO will also hand out JCUSA sport flyers. TC has deal with rebel sport to provide merchandise as prizes. JCUSA sport wanting to get more off campus people involved and increase campus life.

AE – Jesse Argent had registered JCUSA with Grilled for the community program. JCUSA received the most donations for August and earned \$300. AE has applied for Townsville. HH is planning to do a silent disco, will incorporate with the Library.

Meeting closed at 2:52pm



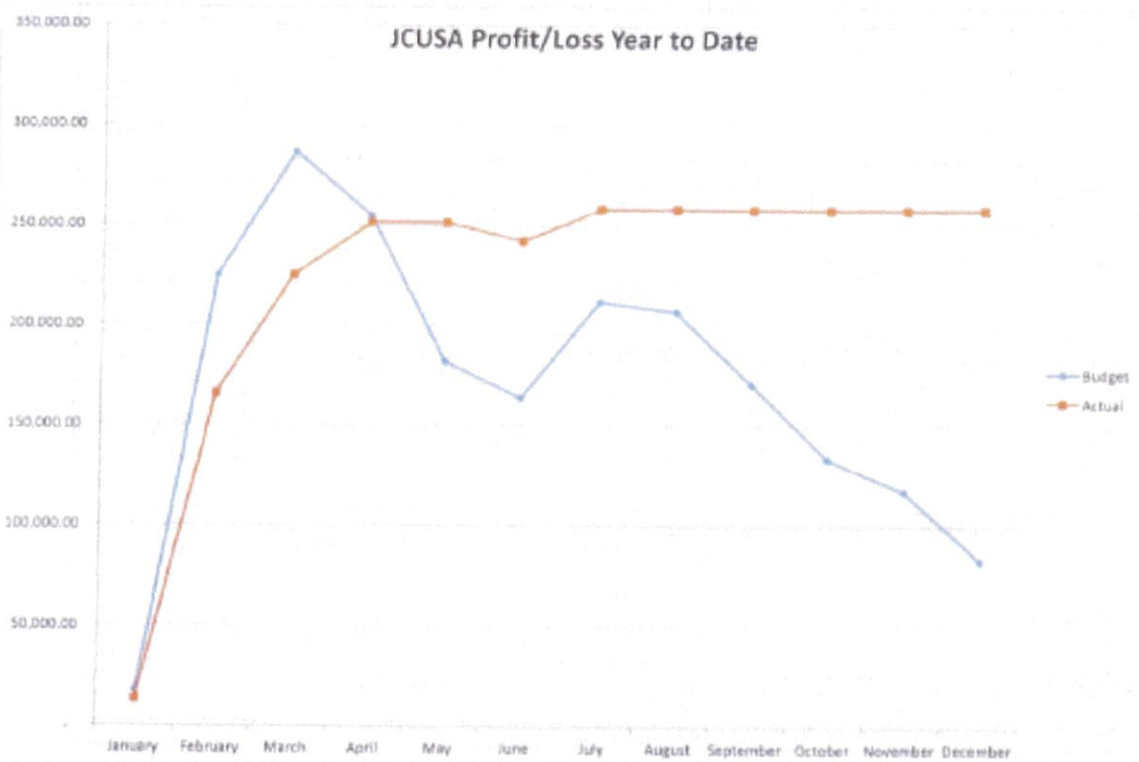
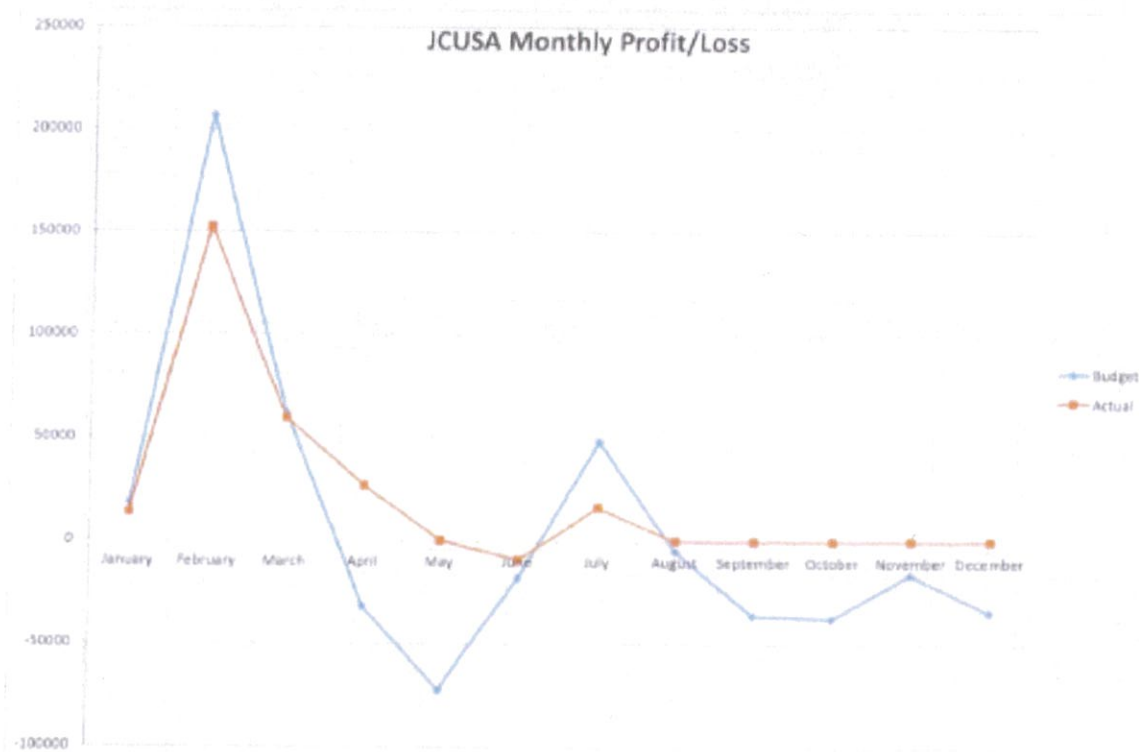
Scott Morrissey
Vice President, Chair

Minutes prepared by Catherine Fraser
Secretary to JCUSA Council

Appendix 1 - Finance Report

James Cook University Student Association Operating Statement as at 31/07/2018

	Jul-18	2018 YTD	Mth Budget Jul-18	YTD Budget Jul-18	Budget Variance	% Variance	Areas of concern	FULL YR BUDGET	Budget Remaining
Income									
Membership - TSV (Inc Market Day & No)	10,103.23	33,347.90	7,852.00	38,993.63	- 5,651	-14.5%	UNDER	40,602	7,259
Membership - CNS (Inc Market Day & No)	2,698.51	5,967.22	2,359.00	5,535.26	432	7.8%		5,693	274
Interest Received - TSV & CCS	737.84	6,141.57	696.00	7,747.00	- 1,605	-20.7%	UNDER	10,728	4,586
Vending Machines - TSV	-	25,723.22	15,000.00	29,800.00	- 4,077	-13.7%	UNDER	44,800	19,077
Vending & Rental - CRMS	-	8,639.16	4,982.00	8,405.00	234	2.8%		11,024	3,385
Rental Income - TSV	3,437.75	14,952.00	1,831.00	14,022.00	930	6.6%		20,188	5,236
Other Income - TSV	-	-	-	-	-	#DIV/0!		-	-
Other Income - CNS	-	-	-	-	-	#DIV/0!		-	-
Total Income (Exc.Trading)	16,977.33	94,766.07	32,720	104,503	- 9,737	-9%		134,035	39,269
Other Activities Income									
Sporting Activities	16,585.95	72,719.94	6,961	53,271	19,449	36.5%		62,539	10,181
JCU Fitness Centre	160.85	107,931.40	3,047	96,225	11,707	12.2%		8,907	116,839
The Club	-	6,707.33	720	5,169	1,538	29.8%		6,824	117
Total Income Other Activities	16,746.80	187,358.67	10,728	154,665	32,694	21%		60,456	126,903
TOTAL INCOME	33,724.13	282,124.74	43,447.90	259,168.00	22,956.74	9%		194,491.29	87,633.45
Expenditure - Net expenditure including SSAF Income									
Pool	390.91	3,210.94	107	3,443	232	6.7%	UNDER	375	2,885
Sports & Recreation	-	54.55	1,569	227	- 282	124.0%		10,252	10,307
Fields & Facilities	271.98	112.62	320	1,142	1,255	109.9%	UNDER	12,556	12,669
Administration & Finance	7,832.94	51,817.73	8,982	61,019	- 9,201	15.1%		107,070	55,253
Representation Services	-	200.00	1	5,603	5,403	96.4%	UNDER	0	200
Support Services	50.00	1,095.27	1,883	3,830	- 2,734	71.4%		4,661	3,566
Media & Marketing	-	7,850.01	180	353	- 7,497	-2126.5%		3,144	10,994
Cairns Administration	1,230.56	10,216.84	257	6,455	3,762	-58.3%	UNDER	3,796	6,421
Cairns Support Services	-	329.99	1,303	14,003	- 13,673	97.6%		25,073	24,743
Cairns Sport & Recreation	236.36	4,867.72	276	7,285	2,417	33.2%	UNDER	2,922	1,946
SSAF Expenses	9,555.41	8,664.54	11,000	10,192	- 1,527	15.0%		0	8,665
JCUB Support	-	18,963.52	-	18,964	-	0.0%		18,964	-
Bike Mechanic/Gardener	62.46	1,349.11	-	80	- 1,269	-1586.4%		160	1,189
Depreciation Expense	-	-	-	-	-	#DIV/0!		3,500	3,500
Unauth Exp	-	11,657.15	-	11,657	- 0	0.0%		11,657	0
TOTAL OPERATING EXP	17,707.20	24,083.99	4,666	47,199	- 23,115	49%		110,911	86,827
Operating Profit/(Loss)	16,016.93	258,040.75	48,114	211,969	46,072	22%		83,579.97	174,460.78



Appendix 2 – Advocacy Report

2018 Monthly Advocacy Snapshot July 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	103	104						656
Cairns	111	121	64	55	67	70	61(TBA)						488
Brisbane	3	2	5	3	1	1	1						16
Singapore	0	0	3	2	3	5	14						27
Mackay	2	2	3	3	2	2	2						16
Thursday Island	0	0	1	0	0	0	0						1
							0						1204

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	193	195						1353
													5229

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	134.5	154						973.4
													5428.64

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	231	277						1339
													7766

Key Issues Students presented with across all campuses for July 2018	
1. Academic Misconduct 2. Plagiarism 3. Appeal of final Subject grade/ review of assessment 4. Complaints / Informal Complaints 5. Academic Misconduct Committee	6. Exams/ Enrolment/Formal Complaint/ Special Consideration/ withdraw without financial/academic penalty 7. Centrelink/ Defer exams 8. leave of absence/ assessment/ supplementary assessment/enquiry 9. academic misconduct appeal/appeal/ access abilities 10. Subject delivery
NB: most issues presented by students arise from 3 broad issues:- academic misconduct; exams and academic progress as a result of end of SP results	

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	20	10						121
													467