



MEETING MINUTES
2nd ORDINARY MEETING OF THE
49th JAMES COOK UNIVERSITY STUDENT ASSOCIATION COUNCIL

Meeting opened by **Sebastian Romhany** (President, Chair) at **8:31am on Tuesday 26th March 2019**

Present:

Sebastian Romhany (President), Phillip Kirk (Vice President), Harrison Hughes (Cairns Campus Officer), Kyran Mellor (Townsville Campus Officer), Klara Lindstrom (International Student Officer), Haley Harding (Equity and Diversity Officer), Rei Asai (Acting Postgraduate Officer), Tichava Batiya (Staff Representative), Stephen Naylor (VC Nominee), Alison Edwards (General Manager), Catherine Fraser (Secretary)

1. APOLOGIES AND PROXIES

Tom O'Grady (Sport and Recreation Officer)

2. DECLARATION OF CONFLICTS OF INTEREST

Nil

3. APPROVAL OF UNSTARRED ITEMS

All items in 6. Reports and 7.1.1, 7.3, 7.4, 7.5, and 7.6 starred for discussion

4. CONFIRMATION OF MINUTES & FLYING MINUTES

- 4.1 Minutes of the 1st Ordinary Council Meeting – 29 November 2019
- 4.2 Minutes of the 1st Special Council Meeting – 5 March 2019
- 4.3 Flying Minute – *“That Student lodge management will continue to pay for residents who wish to sign up to the JCUSA cairns Gym memberships (\$50 for 2 semesters and \$30 for 1 semester), as per the 2018 agreement but with a new condition that the resident is a SA+ member and that they would be eligible to purchase the SA+ membership at the price of a returning member (which is \$25)”*. – 19 December 2018
- 4.4 Flying Minute – *“That a small entry fee will be implemented for social sport in Cairns in 2019 (\$10 for SA+ members and \$15 for non- SA+ members)”*. – 19 December 2018
- 4.5 Flying Minute *“General SA Plus membership prices remain unchanged for 2019, with the exception of Student Lodge Members. Those prices being: Townsville: \$35 renewal of membership and \$45 for new memberships. Cairns: \$25 renewal of memberships and \$35 for new memberships”*. – 19 December 2018

RESOLVED:

That items 4.1, 4.2, 4.3, 4.4, 4.5, 7.1.1, 7.1.3, 7.2.1 are confirmed and approved.

Moved: SR
Seconded: SN
All in Favour (KM abstain)

5. LEGAL MATTERS

Nil

6. REPORTS

6.1 President's report

- **Content Meetings** – Fortnightly meetings with various JCU services to share content for social media.
- **Mad Cow Meeting** – Requested better discounts than what everyone can get in their 'Stampede' cards, as there is no exclusivity for getting the JCUSA card. Agreed to get special JCUSA Card made.
- **Harmony Day Meetings** – Discussions about what activities will be held during Harmony Day. JCUSA to put out different games from different cultures.
- **Meetings with UniBar** – Friday Lunch being organized by them, looking for ways to market to clubs and societies, attempting to open a similar bar in Cairns campus.
- **Finance and Audit Committee meetings**- Bullsheets position wages and finances.
- **Special Council Meeting** – Election of Postgrad Officer.
- **Meeting with different C&S** – EUS, SoMag, GPSM, Globetrotters, Squash Club, JCUMSA.
- **JCU Communication meeting** – Issue with external postgraduate students.
- **Clubs and Society Committee Meeting** – Discussed issues with last year grants and communications. Discussed changes to grant process (forms, roles, requirements and criteria).

- **Bullsheets Meeting** – First meeting with new Editor and Designer. Planned dates for the whole year and discussed how the Bullsheets will be run this year.
- **WHSQ Meeting** – Discussion regarding the duty of care the JCUSA has over Clubs and Societies' events. Specifically, how responsible is JCUSA for risk assessments for events unrelated to JCUSA.
- **Management Meeting** – Discussed upcoming events and WHS Trainings to be completed.
- Two weeks prior to Oweek there was flooding in Townsville which led to the main JCUSA office to be closed and most of the Staff/Councilors were unable to work for a week. This then caused delays with many tasks such as finding an editor for the Bullsheets, meeting to organize clubs and societies this year, and the grant process.
- Lots of work has been put into Clubs and Societies, especially at writing documents down to add consistency and leave documents behind that future councilors can use.

6.2 Vice President report

- G'Day JCU meeting
- Finance and Audit committee meeting (2nd Finance Audit committee meeting)
- Clubs & Societies Meeting - grants
- Special Council Meeting – voted on postgrad officer
- Maggie Island Cancelled – too late in the semester as studies increase and many students have already gone by this time
- Pub Crawl cancelled – over saturated market, as many other clubs/societies had pub crawls running at the same time.

6.3 Cairns Campus Officer report

- JCU Communications team Meeting-4th
- Council Meeting- 5th
- Meeting with Cairns Campus Director- 11th March
- Clubs and Societies Meeting-11th
- Meetings with Clubs + grant enquiries- 12th and 13th
- Engineers Anonymous AGM – 14th
- COG Working Group Meeting- 15th

6.4 Townsville Campus Officer report

- Council Management Meeting
- Induction Night
- Special Meeting of Council
- Clubs and Societies
- Finance and Audit Committee
- Clubs and Societies
- Maggie Island Cancelled - Too late in the semester
- Pub Crawl Cancelled - Oversaturated market, 3 other pub crawls being held in the same date, 2 the week before and another one being held the week after
- Clubs and Societies - 2 clubs affiliated via Flying Minute
- Townsville Campus Committee - In the process of establishing, however have not yet decided on whom of the Association Staff should sit on the committee; however, I do have the 5 student members required.
- Induction Night - Went very well

6.5 International Student Officer report

- 5/3 – Special Meeting of the JCUSA – Elected postgrad officer
- 15/3 – Met with manager of Heritage to discuss the International Cocktail Party
- Planning on meeting with student that has come to us with complaints of sexual harassment that JCU is aware about and they have not taken action
- I am going to start planning an event with Red Bull for May 6th-8th
- Klara and I have been working on international cocktail party. We are going to see if we can get funds from JCUSA and the international support team to lower ticket prices. Then we will advertise.

6.6 *Equity & Diversity Officer report*

- Meeting with JCUIISA – talked about collaborating and what we can do to make events really good for international students this year.
- Special Council meeting – voted on postgrad officer
- Management meeting – went over when to do missing council training and talked about upcoming events.
- met with Dylan from Heritage about the venue for International Cocktail party
- The Maggie Island trip was cancelled due to low numbers. The tickets were too expensive and the trip too far into the semester. Have the trip earlier next time and don't have a bus from Uni to ferry terminal, it is too expensive. Students can take the bus themselves and it's cheaper. Better advertising?
- I have been planning an International Cocktail party with Haley to be held on the 4th of May at Heritage (6.30pm – 10.30pm). Deposit of \$500 has been payed to secure the venue and ticket prizes are still to be decided and advertising needs to be done. More details are to come.

6.7 *Acting Postgraduate Student Officer report*

- 1st Special Meeting of the 49th JCUSA (nomination of Acting Postgraduate Officer)
- Meeting with JCU Student Communications about feedback from external postgraduate students
- I am considering to plan a postgraduate social event in the future.

6.8 *Sport and Recreation Officer report*

Not presented

6.9 *Finance officer report*

Report was unavailable at the time of the meeting due to the Audit being conducted recently, which had significantly increased the workload of the Finance Officer.

6.10 *Advocacy report*

It was noted that at the beginning of the year there has been a significant increase in Student Appeals, particularly around Academic Progression. SN expressed his congratulations to the Advocacy Team on the amount and quality of work over the course of the beginning of the year. He appreciated how much work the Advocates put into each case, particularly when dealing with appeals that have very big stakes/outcomes riding on them.

7. GENERAL BUSINESS

7.1 *Forms for Approval*

7.1.1 *Form 123 BBQ and Gas Risk Assessment*

Presented and Approved

7.1.2 *Form 038 Plant and Equipment Register and Maintenance Schedule*

Presented to Council, list of equipment that require maintenance, schedule to be worked out at Management Committee Meeting.

7.1.3 *Form 048 JCUSA WHS Risk Register*

Presented and Approved

7.2 *Approval of POL090 Water Based Activities*

7.2.1 *JCU HSE Snorkelling and Swimming Health Declaration*

Presented and Approved

7.3 *Workplace Health and Safety Update*

7.3.1 *Pre Audit Checklist*

This was completed prior to the Audit conducted by Workplace Health and Safety Queensland (WHSQ)

TB entered the room at 8:48am

7.3.2 *Audit Actions Required*

Document issued by WHSQ; nearly all items have already been completed.

7.3.3 *Business Improvement Information*

Noted by Council

7.3.4 Positive Performance Indicators

WHSQ requires this to measure success and is included in the Integrated Safety Management System

PK joined the meeting at 8:55am

7.3.5 Compliance at a Glance

Measurements were taken before and after the implementation of the Integrated Safety Management System and shows improvement. Measurements will be taken again in one-year time

7.3.6 JCUSA Integrated Safety Management System

Document was developed and implemented, currently in review stage

7.3.7 Officer's Due Diligence

Document needs to be completed by Council with evidence as per legislation; this will be done at a Management Committee Meeting. SN and TB to complete their own individually. Documents will then be presented back to Council for approval.

7.4 Clubs and Societies

7.4.1 Project Brief

It has been identified that Clubs and Societies require a lot of attention. WHSQ identified that Clubs are covered under JCUSA insurance, thus JCUSA has a duty of care of all activities and events. Risk assessments must be completed before each Event and JCUSA needs to be informed when, where and what will be occurring. Project will include policies and procedures to detail Clubs and Societies roles, responsibilities and processes. Project will be completed in 2019 and will be rolled out in 2020.

7.4.2 Code of Conduct

Previously there has been very little in terms of a Code of Conduct for Clubs and Societies. If breaches arise, the General Manager will liaise with the President and JCU to resolve. It was noted there needs to be clause about Sexual Harassment to align with JCU and the Broderick Review. Document will be placed on the JCUSA web pages and all Clubs will be notified.

RESOLVED:

That the Clubs and Societies Code of Conduct be approve (with suggested amendments) and published on the JCUSA website.

Moved: SR
Seconded: KM
All in Favour

7.5 Ratification of 2019 SSAF bid

The Finance and Audit Committee have approved SSAF bid.

RESOLVED:

That the 2019 SSAF bid is ratified and a summary page will be published on the JCUSA website.

Moved: SR
Seconded: PK
All in Favour

7.6 *EBA Log of Claims*

Negotiations have commenced with Staff representatives and Union delegate. General Manager attended the meetings with a Councillor present.

RESOLVED:

That the meeting be moved in camera to discuss the Log of Claims

Moved: SR
Seconded: TB
All in Favour

Meeting moved in camera at 9:18am

Further discussions to take place. The approval of the Log of Claims will be moved to the next meeting.

Meeting closed at 9:57am on Tuesday 26th March



Minutes confirmed by Sebastian Romhany
President, Chair

Minutes Prepared by Catherine Fraser
Secretary to JCUSA Council

